

Standard for formatting the dissertation

Contents:

- A) Publication dissertation
- B) Monograph dissertation
- C) General notes

A) Publication dissertation

The dissertation comprising at least three publications is to be structured as follows:

- Cover sheet (binding template as a download in the right column)
- Table of contents
- Summary
 - A maximum of 20 pages, including bibliography
 - Structure:
 - Abstract (max. 400 words each in German and English)
 - Introduction
 - Methodology
 - Results
 - Discussion
 - Bibliography
- Affidavit, including declaration of own contributions (binding template as a download in the right column)
- Print copies of selected publications
- Curriculum vitae (signed by you)
- Complete list of publications
- Acknowledgements

The dissertation with a single publication is to be structured as follows:

- Cover sheet (binding template as a download in the right column)
- Table of contents
- Abstract (max. 400 words each in German and English)
- Affidavit, including a declaration of own contributions (binding template as a download in the right column)
- Excerpt of the Journal Summary List (ISI Web of KnowledgeSM)
- Print copy of selected publication
- Curriculum vitae (signed by you)
- Complete list of publications
- Acknowledgements

A list showing the journal's relative rating for the specialty in question (i.e.: upper third of ranked journals for the specialty) and the current impact factor is to be enclosed with the application documents

B) Monograph dissertation

This dissertation is to be structured as follows:

- Cover sheet (binding template as a download in the right column)
- Table of contents
- Abstract (max. 400 words each in German and English) approx. 5 %
- Introduction/theme approx. 13 - 20 %
- Methodology approx. 10 - 15 %
- Results approx. 30 %
- Discussion approx. 20 %
- Bibliography approx. 10 - 15 %
- Affidavit (binding template as a download in the right column)
- Curriculum vitae (signed by you)
- Complete list of publications
- Acknowledgements

The number of cited sources should not exceed 150, except in the case of works of literature.

As a rule, the dissertation should not exceed 100 pages, including bibliography, figures and tables.

Collections of materials (tables, figures) not referred to specifically in the dissertation are not desired and will not be assessed.

C) General notes

- a) The dissertation begins with the **abstract** in German and English; it comprises no more than 400 words. (The abstract comprises the following sections: introduction, methodology, results and conclusions/ take-home points)
- b) The **introduction**/theme opens the actual dissertation and introduces the theme, sets forth the current state of research in the field and explains the aim of the dissertation.
- c) The physical, chemical and biostatistical measuring and evaluation methods and processes used are described in a comprehensible manner in the **methodology** section.
- d) In the **results** section, the observations and the statistical backup are described on the basis of suitable documentation. As a rule, a tabulated representation of the results makes it possible to obtain a comprehensive compilation of the information obtained. If graphic representation is preferred, a legend must be added to it explaining all signs and abbreviations. Tables and graphics with the same content should be limited to justified exceptions, because this is contrary to the requirement that results should be presented in a concise form and repetitions should be avoided wherever possible.
- e) In the **discussion**, the methods and results are evaluated and compared with those of other authors. Deviations are explained, with the questions posed in the introductory section being taken up again and answered in so far as this is possible.
- f) The **bibliography** contains the literature used (and only such literature), compiled in accordance with international regulations, using abbreviations of periodicals in accordance with Periodica Medica or other lists of title abbreviations and listed in the order in which the sources are referenced in the text. Literature citations referenced in tables and figures are treated as if they appeared in the places where they are referenced in the tables/figures. All author's/authors' surname and name, title of the work and the place and year of publication should be indicated. In the case of articles in periodicals, the volume/year, year

of publication and the first and last page of the contribution should be indicated. Use the following examples as a guide:

1 Shapiro AM, Lakey JR, Ryan EA, Korbitt GS, Toth E, Warnock GL, Kneteman NM, Rajotte RV. Islet transplantation in seven patients with type 1 diabetes mellitus using a glucocorticoid-free immunosuppressive regimen. *N Engl J Med* 2000;343:230-8.

2 Goadsby PJ. Pathophysiology of headache. In: Silberstein SD, Lipton RB, Dalessio DJ, eds. *Wolff's headache and other head pain*. 7th ed. Oxford, England: Oxford University Press, 2001:57-72.

3 Kuczmarski RJ, Ogden CL, Grammer-Strawn LM, Flegal KM, Mei Z, Wei R, Curtin LR, Roche AF, Johnson CL. CDC growth charts: United States. Advance data from vital and health statistics. No. 314. Hyattsville, Md.: National Center for Health Statistics, 2000. (DHHS publication no. (PHS) 2000-1250 0-0431.)

4 U.S. positions on selected issues at the third negotiating session of the Framework Convention on Tobacco Control. Washington, D.C.: Committee on Government Reform, 2002. (Accessed March 4, 2002, at http://www.house.gov/reform/min/inves_tobacco/index_accord.htm.)

g) Type area:

Line spacing: 1.5, character size 12, font: Times New Roman or Arial

top margin:	2.5 cm
bottom margin:	2.5 cm
right margin:	2.0 cm
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