



SLOVENSKI STANDARD
SIST ISO 7144:1996

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Dokumentacija - Oblikovanje disertacij in podobnih dokumentov

Documentation -- Presentation of theses and similar documents

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International Standard



7144

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

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Descriptors : documentation, theses, presentation.

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 7144 was prepared by Technical Committee ISO/TC 46, *Documentation*.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

Documentation — Presentation of theses and similar documents

0 Introduction

The rules set out in this International Standard are for the use of both editors and authors of theses.

The presentation, style and establishment of the bibliography of a thesis shall conform to the particular rules of the university to which it is submitted even if the thesis is distributed outside the university.

It is also recommended to register the bibliographic description of the document with the appropriate body, additionally indicating the form of presentation, availability and distribution list.

1 Scope and field of application

This International Standard gives rules for the presentation of theses and similar documents in all disciplines.

It is applicable to theses presented

- in book form;
- as parts of books;
- as periodical articles;
- as typescripts;
- as a set of separate publications.

The rules apply to theses reproduced in the following forms:

- composed and printed;
- in identical form or with reduction (for example from A4 to A5);
- in microform.

2 References

ISO 31 (parts 0 to 13), *General principles concerning quantities, units and symbols*.

ISO 214, *Documentation — Abstracts for publications and documentation*.

ISO 690, *Documentation — Bibliographical references — Essential and supplementary elements*.

ISO 999, *Documentation — Index of a publication*.

ISO 1086, *Documentation — Title-leaves of a book*.

ISO 2108, *Documentation — International standard book numbering (ISBN)*.

ISO 2145, *Documentation — Numbering of divisions and sub-divisions in written documents*.

ISO 2384, *Documentation — Presentation of translations*.

ISO 3297, *Documentation — International standard serial numbering (ISSN)*.

ISO 5966, *Documentation — Presentation of scientific and technical reports*.

ISO 6357, *Documentation — Spine titles on books and other publications*.

3 Definition

For the purpose of this International Standard the following definition applies.

thesis; dissertation: Document which presents the author's research and findings and submitted by him in support of his candidature for a degree or professional qualification.

4 Methods of production

4.1 Theses shall be presented in a legible form in typescript or print. Typed characters shall be well formed and black. Drawings and sketches shall be in black ink.

4.2 Paper

Paper shall be white, of an opacity and quality that allows printing, reading and micro-reproduction.

4.3 Size

The typescript shall be of size A4 (210 mm × 297 mm). If the document is printed, a standard book size should be chosen.

4.4 Margins

Margins shall be sufficient to facilitate binding and reproduction.

4.5 Numbering of sections, clauses, sub-clauses and pages

4.5.1 Sections, clauses and sub-clauses

The numbering of sections, clauses and sub-clauses shall be in accordance with ISO 2145.

4.5.2 Pages

The numbering of pages shall run consecutively, including blank pages, also if a thesis is published in several volumes, in arabic numerals, beginning on the recto of the first printed leaf. The title-leaves are counted but not numbered.

5 Order of elements

5.1 Division

A thesis is considered to comprise the following major parts:

- a) front matter;
- b) body of thesis;
- c) annexes;
- d) end matter.

5.2 Front matter

The front matter shall consist of the following, in the order given:

- a) outside and inside front cover (cover pages 1 and 2), if required (see clause 6);
- b) title leaf (see clause 7);
- c) errata page, if any (see clause 8);
- d) abstract (see clause 9);
- e) preface (see clause 10);
- f) table of contents (see clause 11);
- g) list of illustrations and list of tables, if any (see clause 12);
- h) list of abbreviations and symbols, if any (see clause 13);
- i) glossary, if any (see clause 14);

5.3 Body of thesis

The body of the thesis shall consist of the following, in the order given:

- a) main text, with essential illustrations and tables (see clause 15);
- b) list of references (see 16.1 and 16.2).

5.4 Annexes

Annexes are considered separately from the other end matter because, although not always required, they may form a substantial part of some theses (see 16.3 and clause 17).

In theses appearing in book form, as a periodical article or a typescript, the annexes follow the main body of the thesis. In theses consisting of a bound set of separate publications (to which the front matter and end matter has been added), the annexes directly follow the body of the publication to which they belong.

5.5 End matter

The end matter shall consist of

- a) index(es) (see clause 18), if required;
- b) curriculum vitae of the author, if required;
- c) inside and outside back cover (cover pages 3 and 4), if required;
- d) accompanying material.

6 Cover

The use of a cover is optional. The front cover, if any, shall contain the essential elements of the title page. The title of the thesis, the name(s) of the author(s), and, if the thesis belongs to a series, the title and numbering of the serial shall be given.

For spine titles, see ISO 6357.

7 Title-leaf¹⁾

7.1 The title-leaf of each volume shall give, in the order shown, the following information (see ISO 1086):

- a) title of the thesis and the subtitle, if any;
- b) total number of volumes of the thesis if more than one and the number of the particular volume;
- c) title of the serial and the number of the volume in the serial publication;
- d) full name(s) of the author(s) followed by qualifications and distinctions, if desired. The form of the name(s) of the authors should clearly indicate the part of the name under which the author(s) should be entered in an alphabetical list. If the name(s) of the author(s) has (have) changed the legal name(s) should be mentioned first;
- e) name and place of the institution to which the thesis is submitted;
- f) department, faculty or organization in which research was conducted;
- g) names of the referees or the Committee;

1) In general, institutions of higher education have special regulations for the composition and wording of the title-leaf of theses. In such cases the approbation of the institution concerned is sought for the title-leaf of the thesis.

- h) degree which is applied for and the speciality;
- i) date of submission and defence;
- j) place and date of publication and publisher(s), if any, or availability.

7.2 Sometimes a variant (commercial) edition of the thesis is published in addition to the formal thesis. In this case the title page or its verso shall indicate that the edition is based on the original thesis and shall give at least the following information:

- a) full title of the original thesis and the subtitle, if any;
- b) full name(s) of the author(s);
- c) name of the institution to which the thesis is submitted;
- d) the degree which is applied for and the speciality, or the degree which has been conferred on the author(s);
- e) date of submission or defence, or the date when the title was conferred;
- f) publisher, place and date of publication.

For this type of edition 7.4, 7.5 and 7.6 are also applicable.

7.3 Title

7.3.1 The title shall clearly indicate the content. Every word should contribute specific information of practical use in title lists, indexing and information retrieval.

7.3.2 The subordination of the subtitle should be made apparent.

7.3.3 The title given on the title-page shall be the same in all places. However, it may be condensed in the running titles and in spine titles, if any.

7.3.4 If the thesis is divided into several volumes and in order to identify each volume, the author(s) may use individual titles, while retaining the general title and subtitle.

7.3.5 If the thesis is an edited translation or a translation with explanatory notes the title and the name of the author of the original work shall appear in the original language (or, if necessary, transliterated or converted in accordance with the relevant International Standards) after the translated title (see ISO 2384).

7.3.6 The language of the title and/or subtitle shall be the language in which the thesis has been written.

7.4 Title(s) of serial publication(s)

7.4.1 If the thesis is published in a serial publication, the title of the serial publication(s) shall be indicated on the title-leaf. If the thesis is published in several serial publications all the serial publication titles shall be mentioned.

7.4.2 The serial number shall be given after the title of the serial publication. For a periodical, the volume, year and number shall be given after the title of the serial publication.

7.5 ISBN and ISSN

If a thesis is published as a monograph, it should carry an International Standard Book Number (ISBN) on the title page or its verso (see ISO 2108). If the thesis is published as a part of a serial publication, it should carry an International Standard Serial Number (ISSN) (see ISO 3297¹⁾).

7.6 Copyright

The copyright owner and date shall be identified on the title page or its verso, in accordance with the relevant copyright laws.

8 Errata

8.1 Errata, if any, shall be printed on one side of a leaf inserted after the title-leaf under the heading 'erratum' or 'errata'.

8.2 The following information shall be placed at the top of the leaf:

- title;
- subtitle, if any;
- volume number, if any;
- name(s) of author(s);
- date of publication or submission;
- place of publication or submission.

8.3 The layout of the text shall be as follows:

Example

| Page | Line | Instead of | Read |
|------|------|-------------|--------------|
| 82 | 4 | publication | presentation |

8.4 The typeface and the length of the lines shall be the same as in the original text.

9 Abstract

Abstracts shall be in accordance with ISO 214.

Descriptors or keywords and/or subject classification notations such as UDC notations assigned to the thesis, if included, shall be placed above or underneath the abstract.

1) In addition to the ISBN or ISSN it is recommended to include in published theses the full Cataloguing in Publication (CIP) information.

10 Preface¹⁾

The preface shall include *inter alia* the following information: reasons for undertaking the study, its subject, scope and purpose, as well as acknowledgement of assistance, for example support (grants, scholarships) and consultations and discussions with supervisors and colleagues.

11 Table of contents²⁾

11.1 The table of contents shall consist of the titles of the principal subdivisions of the theses and of any annexes, together with the page numbers on which these appear.

When a thesis comprises a set of documents, a list of these shall be given.

11.2 In a multi-volume thesis each volume shall have its own table of contents, but a complete table of contents shall also be included in each volume.

12 Lists of illustrations and tables

12.1 All illustrations (figures)³⁾, maps, plates, tables, etc., shall be given in respective lists.

12.2 Lists shall contain the number, the caption or legend of the figure, map, plate and table together with the number of the page(s) on which these appear.

The caption may be abbreviated, i.e. limited to the first sentence which shall be self-explanatory.

12.3 The sources of illustrations and tables shall be mentioned in the lists, if they are not included in the caption or in the acknowledgment (see clause 10).

13 Abbreviations and symbols

13.1 Abbreviations and symbols shall be in conformity with those specified in the appropriate International Standard. If the symbols required are not covered by the relevant International Standard reference may be made to national standards or to publications issued by scientific bodies competent in the field.

If the thesis contains signs, symbols, units, abbreviations or acronyms that may not be immediately understood by the reader they shall be explained in one or more lists.

13.2 Abbreviations and symbols shall be defined when they first occur in the text. If there are numerous abbreviations and

symbols, they shall be listed and defined separately from the text. This list shall be placed after the table of contents or after the list(s) of figures and/or tables if these are included.

14 Glossary

Terms which require explanation shall be defined in a glossary. The existence of a glossary does not justify the omission of an explanation in the text when a term first appears.

15 Main text

15.1 General remarks

The main text shall begin with an introduction and end with a conclusion. The introduction should relate the thesis to previous research in the field, as well as highlighting the aims and methods of the thesis.

15.1.1 The main text shall start on the recto of a leaf.

15.1.2 It shall be divided into numbered sections, clauses and, if required, sub-clauses. Further splitting-up is normally not recommended. The numbering shall be in accordance with ISO 2145.

15.1.3 Each section shall start on a new page.

15.1.4 The terms used to designate the various sections, clauses and sub-clauses shall be the same throughout the document.

15.2 Quotations

Quotations not integrated in the text of the clauses shall be clearly distinguished from the main text; sources shall also be indicated.

15.3 Citing publications

15.3.1 Citations in the text shall be distinguished by the author's name and year of publication or by a reference number corresponding to an entry numbered in the list of references. In the latter case the numbers should be typed as superscripts or on the line in parentheses after the relevant name, word or phrase (see also annex A).

15.3.2 Bibliographic references shall be in accordance with ISO 690. For the "list of references" see clause 16 and annex B.

1) Some institutions of higher education have special regulations for the contents of the preface.

2) In addition, it is recommended that the table of contents be translated in languages other than that of the thesis.

3) The term "illustration" includes graphs, line drawings, and photographs. All illustrations should be referred to as "figures" in the thesis.

15.4 Notes

Notes shall be kept to a minimum.

15.5 Equations and formulae

15.5.1 Equations and formulae shall be indented from the margin and separated from the surrounding text by an extra space.

If the formulae are very short, they may be placed in the text, preceded and followed by an extra space.

15.5.2 If there are several equations and formulae, they shall be identified by consecutive numbers placed in parentheses at the extreme right of the line.

Example

$$w_1 = u_{11} - u_{12}u_{21} \quad \dots (5)$$

15.5.3 Reference signs in the text to equations or formulae shall be in the form

eq. (1), form. (2), or equivalent in other languages.

15.5.4 If the equations or formulae have to be broken owing to lack of space in the line, they shall be broken before an equals sign or after a plus, minus, multiplication or division sign.

15.5.5 The numerator shall be separated from the denominator by a line equal in length to the longer of the two.

15.5.6 Where it is necessary to include fractions in solid text, they shall, where possible, be reduced to a single level by using a solidus (/) or, where applicable, the negative index.

Example

Instead of $\frac{1}{\sqrt{2}}$ write $1/\sqrt{2}$ or $2^{-1/2}$

15.6 Verses

15.6.1 Verses shall be distinguished from the main text.

15.6.2 If there are verses of more than 15 lines each group of, for example, five lines shall be numbered.

15.6.3 Verses shall be indented from the left-hand margin and separated from the surrounding text by extra space.

15.6.4 In the case of facing page translations, the verses shall be arranged in such a manner that they correspond.

15.6.5 If a line extends beyond the margin, the excess shall be indented and aligned on the right-hand margin.

15.6.6 The source from which a poem has been quoted shall be given at the end of the quotation, preferably in the form of a full bibliographic reference (see ISO 690).

15.7 Illustrations and tables: layout and reproduction

15.7.1 Location

Illustrations, for example drawings, charts, photographs, maps and tables should be included near the first reference made to them in the text.

They shall, however, be placed in numerical sequence after the text, when a thesis contains only a few pages of text and numerous illustrations and/or tables, or when there are several references to the same table and illustration.

15.7.2 Presentation

Copies of illustrations and tables shall be legible even when reduced. Coloured lines shall be replaced by various dashed lines. Illustrations, which for technical reasons (for example colour reproductions) require separate duplication or printing, shall be presented as plates (*hors-texte*).

15.7.3 Captions and legends

15.7.3.1 A short caption or legend, horizontal and unboxed, shall be given with each illustration or table.

15.7.3.2 The caption of a table shall appear above the table and after the Arabic numeral assigned to it.

15.7.3.3 The legend of an illustration shall be placed below the illustration. If the illustration occupies a full page, the legend shall be placed at the bottom of the facing page.

15.7.3.4 The legend of an illustration shall be placed after the Arabic numeral assigned to it.

15.7.3.5 When referred to in the text, the illustration or table numbers shall be preceded or followed by the words "figure" or "table", or their equivalent (or their abbreviations); the source of any non-original data in an illustration or a table shall be given.

15.7.4 Numbering

15.7.4.1 Illustrations shall be numbered consecutively in Arabic numerals, generally without distinguishing between maps, drawings, graphs, diagrams, plates, etc. A separate system of numbering may however be desirable for maps.

15.7.4.2 Illustrations and tables should be numbered separately and consecutively.

15.7.4.3 Illustrations and tables in annexes shall be designated by the letter of the annex as well as by their own number.