

## Thesis Format Guidelines – Faculties of Medicine and Science<sup>1</sup>

**These guidelines are crucial for ensuring the consistency and completeness of the thesis document.**

*Art. 11.1. The thesis shall be written in English. A different language may be authorized by the jury. An abstract in French, one to two pages in length, shall be appended to the text, regardless of the language in which the thesis is written.*

*Art. 11.2 Theses are examined and defended based upon a typewritten manuscript. It is submitted to the members of the jury in a printed version and/or electronically, according to their choice.*

*Art. 11.3. A collection of original publications, if sufficiently interesting and recognized as such by the thesis jury, can constitute the basis of a doctoral project. These publications may in no case represent, on their own, the thesis itself. They will always be accompanied by a substantive text designed to present them in a coherent fashion and to justify the relevance of their inclusion. Developments not included in the publications themselves are expected. The thesis must contain a broad introduction to the thesis topic, connections between each publication, and a deep, global discussion of the results obtained.*

This means that papers or results chapters that resemble papers can be included but they must be complemented as described below. Furthermore, a detailed description of your personal contribution to each paper must be included.

### **Absolute requirements:**

- The thesis must have the format "in-octavo" (15.5 x 22.5 cm) or A4. Exceptionally, the Dean can give the authorization for a different format.
- Layout and wording of title page must be according to the 'Modèle première page'.
  - You can download a template for the front page of your thesis [here](#).
- The first two pages inside the cover must be the title page (again) and copy of imprimatur.
- If the thesis is not written in French, it must include an Abstract in French of 1-2 pages.

### **Thesis format recommendations:**

- **Abstract** of one to two pages (in the language of the thesis). If you write the thesis in English, include an abstract **in English and another one in French**.
- A **table of contents** should be included.
- **Acknowledgements** are not compulsory but obviously one of the most frequently read sections of any thesis! This section should be placed at the beginning of the thesis.
- A **list of abbreviations** should be included and formatted in a clear manner.
- **List of own publications** presented as a summary of your published work in peer-reviewed scientific journals, as well as work in review or in preparation for publishing.

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<sup>1</sup> Adapted from Didier Picard, 08.02.2008. Last updated 06/05/2024.

- **Introduction** (guideline: minimum 5500 words). This includes a general but thorough overview of the field and the topic of the thesis. It should contain background information, status of research. All references must be appropriately cited. You must also properly cite published figures or schemes. If you have written a review on the topic of your thesis, you cannot include it in the thesis in the same way you would include a manuscript in the results section. This means that a “copy/paste” of your review cannot replace a comprehensive introduction. You may quote from your review to a limited extent (sentences, not whole paragraphs). To avoid auto-plagiarism, please indicate (for example using quotation marks) and reference (if already published) any quotations from your review. Your published review can be placed as an appendix at the end of your thesis.
- A section on **the main goal of the thesis and specific aims** should be included.
- **Results:** this section can include both published and unpublished results and should be formatted either as :-
  1. Classical chapter-based format :
    - Methods (either per chapter, or as a general materials and methods section)
    - Results (large datasets or experimental details are presented in Appendices)
    - Discussion
  2. Manuscript-based format :
    - A manuscript should be included as a results chapter if you have significantly contributed to its writing and (typically) that you are first or second author
    - Manuscript(s) preceded by a detailed description of your personal contribution
  3. Mixed format :
    - Manuscript(s) preceded by a detailed description of your personal contribution
    - Additional chapter(s) of methods, results, discussion
- If not built-in to the results chapters, a **material and methods section** should be included.
- **General discussion** (guideline: minimum 2700 words): there must be an extensive discussion of the entire thesis; showing how it all fits together and within the context of current knowledge in the field. Again, do not forget citations where relevant.
- A section on the overall **Conclusion and perspectives** should also be included.
- **References:** there is no imposed format.
- **Appendices:** include documents related to the thesis work such as large data sets (you can upload to a password-protected web site or any database of your choice), research articles where you contributed as a middle author and review articles.

The thesis should be considered a publication and as such is subjected to the same rules. For example, it is not acceptable to withhold data that are essential for the understanding or evaluation of the thesis. Also, be aware of property rights when allowing online access to your accepted/published thesis if it contains material protected by copyright that you do not own (e.g., whole publications or individual figures from publications). You can define this access when you deposit your published thesis at the DIS (Archive ouverte) after your thesis defence.

**Final comment:** Ultimately, your thesis jury determines the content and format of your thesis.