

## **Guide Lines for the Submission of Dissertations to the Faculty of Medicine**

- The thesis must be submitted in DIN A4 form (4 copies) as well as in PDF form. A positive assessment from the ethics committee along with the permission for animal laboratory use must also be presented in paper form.
- The first two pages of the thesis have been predetermined by the deanship and are not to be changed. The title of the thesis and information about the center or establishment in which it has been produced are to be determined by the author. (Please see attachments one and two for further information.)
- Margins: (top, bottom, left): 2,5 cm; Margin for corrections (right): 3,5 cm
- Font: Times New Roman, 12 point –or- Arial, 11 point
- Line spacing: 1,5
- Footnotes (in the case of): 10 point, Line spacing: 1,0
- Page numbering in Arabic numerals beginning with the introduction
- The length of the thesis should comprise of a minimum of 50 and a maximum of 100 pages.
  
- System of arrangement:
  - Title page (see example)
  - Table of contents
  - Body (with introduction and conclusion)
  - Summary (English and German)
  - List of abbreviations
  - List of diagrams, figures and tables
  - Bibliography/ list of references (in alphabetical order)
  - Appendix (ex. Questionnaires or lists)
  - List of publications
  - Declaration of intent (see example)
  - Acknowledgements
  - curriculum vitae in table form
  
- A signed declaration of intent, in original terms, is to be included in the thesis. (Please see attachment 3.)
- The declaration of intent is to be signed personally in every copy.
- The summary must cover the length of one page in both English and German languages.

Dissertations which do not comply with the formal regulations listed here may be rejected.