

PREPARATION RULES OF THE DISSERTATION AND DISSERTATION ABSTRACT





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PREPARATION RULES OF THE DISSERTATION AND DISSERTATION ABSTRACT

The present Provisions regulate dissertation and dissertation abstract preparation rules of a Doctor of Philosophy and a Doctor of Science in accordance with the Decree of the President of the Republic of Uzbekistan 'On Further Improvement of Postgraduate Education' № 4958 as of February 16, 2017; the Resolutions of the Cabinet of Ministers 'On Postgraduate Education and Further Improving the Attestation of Scientific and Scientific-pedagogical Personnel' № 365 as of December 28, 2012 and 'On Measures of Further Improvement of Postgraduate Education' № 304 as of May 22, 2017.



Chapter 1. General regulations

1

Dissertation preparation requires observing the followings:

the text is to be coherent, without mistakes from editing viewpoint, in line with preparation rules;

structural parts of dissertation are to be interrelated and expounded in logical consistency;

the content of each chapter is to be disclosed systematically according to the aim and tasks of the research;

outcomes and offers on the studied issues are to be given at the end of each chapter;

a conclusion expounded as a logical derivation of the research is to be expressed accurately and shortly, with deep reasoning and sufficient scientific arguments on the basis of valid sources.

2

A dissertation abstract is to outline the scientific novelty of the research, implementation of practical and scientific results according to the aim and tasks of the research, the essence and conclusions of the work.



Chapter 2. Preparation of the dissertation

§-1. Requirements for the dissertation

3

Dissertation is prepared by applicant's wish in the Uzbek, Russian, Karakalpak and English languages or other language in accordance with the Cabinet of Ministers of the Republic of Uzbekistan.

4

The title page of the dissertation is prepared according to the Annex 1 and 1a.

5

Dissertation structure is to cover the followings:
contents;
introduction (thesis annotation);

main part;

conclusion;

the list of used literature;

the list of notations and terms (if available);

annexes (if available).

6

Dissertation contents is to include the names of the chapters and paragraphs and their pages.

7

Dissertation introduction part is to express a short but the whole view of dissertation essence. Main information enclosing the essence of the dissertation is to be well edited, short, accurate and coherent.

8

The followings are to be enclosed in the introduction part:

Topicality and necessity of the thesis;

Relevant research priority areas of science and developing technology of the Republic;

A review of foreign research on the topic of dissertation (only for dissertations applying for a Doctor of Science degree);

Problem development status;

Relevance of the dissertation research with the plans of the

scientific-research works of the higher educational or scientific research institutions where the dissertation has been conducted;

- The aim of the research work;
- The tasks of the research work;
- The object of the research work;
- The subject of the research work;
- Methods of the research;
- Scientific novelty of the research work;
- Practical results of the research work;
- Authenticity of the research results;
- Scientific and practical value of the research results;
- Implementation of the research results;
- Approbation of the research results;
- Publication of the research results;
- The outline of the thesis.

9 The content of the work is presented in the main part of the dissertation. The main part consists of chapters and paragraphs. The main part of the dissertation of a Doctor of Philosophy consists of at least three chapters, the main part of the dissertation of a Doctor of Science consists of at least four chapters.

10 The main part of Doctor of Philosophy dissertation is to be at least of 3 chapters, Doctor of Science dissertation at least 4 chapters.

11 Final conclusion, idea, proposals and recommendations are brought forward thoroughly, shortly, accurately and decisively in the Conclusion part, being formalized in the numbering order.

12 The list of used literature is to contain the list of all scientific and other publications cited in the text of dissertation.

13 The list of used literature is to consist of the following three parts:
normative legal documents and publications of methodological value;

- monographs, scientific articles, patents, scientific collections;
- other used literature;

The list of used literature is to follow alphabetic, systematic order or to be in accordance with the sequence of citation in the text.

The sources not used and not cited in the dissertation are not included in the list.

14 The references to the materials used in the dissertation and their authors are to be given completely in the dissertation. In case of implementing the ideas and products of the co-authors, in the process of writing a dissertation, they are to be mentioned in the dissertation and dissertation abstract.

15 Comments are to be given to the frequently occurred special signs and abbreviations in the list of notations and terms.

16 Annexes of the dissertation are to be given within the main text of the dissertation or in a separate volume. Annex may include additional materials completing and describing the text of dissertation.

The sequence of annexes is to comply with their cited order in the text of dissertation.

§-1. Requirements for the preparation of the dissertation text

17 The scope of dissertation applying for a Doctor of Philosophy is not to exceed 60 pages, for a Doctor of Science not more than 100 pages (text is to be printed on both sides of the page). The scope of dissertation in the field of social and humanity sciences can be increased by 30%. The contents, the list of used literature, the list of notations and terms and annexes are not included in the indicated scope.

18 Dissertation text should be written on A4 paper size with “Times New Roman” font style. The left margin is 3cm; the right margin is 1,5cm; the top and bottom margins 2 cm; indention 1,27cm. The MS Word template; 14 pt for the text. Text should be justified throughout and one-and-a-half spaced.

19 Pages are numbered in sequence starting with the title page to the final page. The sequence number of the page is to start with number 2 at the bottom right corner. Number 1 is not put at the title page.

20 The contents, the introduction, each chapter, conclusion, the list of used literature and other components are to be formalized from the new page.

21 Main titles of the dissertation components (Contents, Introduction, Conclusion, The list of used literature and others) are to be written in capital letters.

22 Chapters are numbered by the Roman numerals followed by titles. Paragraphs are signed with «§» mark, numbered by the Arabic numerals followed by titles. 12 pt is recommended for the chapter and paragraph titles.

23 Cited material in the text of dissertation is to be given in the footnotes or its ordinal number in the list of used literature; the reference to the literature is given in brackets in the text of dissertation (for example: [1; p.25-26]).

24 Drawings, photos, graphics, figures, diagrams and others are expressed by the word “picture” and placed in the appropriate place of the page.

25 Pictures are placed in sequence, numbered in the middle of the page under the picture, pointing the ordinal number of the chapter (for example: “picture-1.1”).

Each picture is to be titled. The title of the picture is to be written below it. A note may be given to the picture, where applicable, which is also placed below the picture.

26 Numbered materials are to be given in the form of a table. Tables are numbered in the upper right corner of the table, pointing the ordinal number of the chapter (for example: “table 1.1”).

Each table is to be titled. The title of the table is to be written over it.

27 Formulas (equations) within the dissertation text are to be given precisely via “Formula” function of “Microsoft Word”. Capital and small letters, upper and down indexes are to be given accurately.

Measures defined for formula are recommended as following:

Capital letters and numbers 5-6 mm;

Small letters – not less than 3mm;

Degree indexes – not less than 2 mm;

Formula and relevant material may be given in “LaTeX” format.

The comments towards signs are written under formula in the sequence of their presentation in formulas. Each note of the sign is to start a new line. The first line of the note is to start with the phrase “in this case”.

Formulas are to be separated from the text. 12 pt is recommended for upper and bottom margins of formulas.

In case a formula does not fit the given line, its remnant is to be transformed to the following line after the equality “=”, addition “+”, subtraction “-”, multiplication “x” and division “:” signs.

Each formula is numbered indicating the number of the chapter, in sequence, to the right hand of formula, in brackets (for example: «(1.1)»).

28 When a picture, table or formula in the text is cited, relevant number of a picture, table or formula is written in brackets with the word “look” (for example: («look at the table 1.3»)).

29 Notes given in the dissertation text are numbered in sequence (for example: «Note 1.:»).

30 The full names of the persons, names of the organizations and products and other proper names are to be written correctly, not being changed.

31 Annexes of the dissertation are to be formalized in separate pages and numbered in sequence being defined with the word “Annex” (for example: «Annex 1»). An annex is followed by the relevant title.

In case annexes are formalized separately in separate volume, the word «Annexes» in capital letters is written under the dissertation theme name.



Chapter 3. Preparation of the dissertation abstract

§-1. Requirements for the dissertation abstract

32 Dissertation abstract is prepared in the form of brochure according to the Annexes 2 and 2a. The main cover page is to be white glossy paper and other pages (separately in the Uzbek, Russian and English languages) are to be white paper.

33 The contents of the dissertation abstract is placed on the back side of the main cover page.

34 Back side of the inner cover pages is formalized according to the Annexes 3 and 3a, consequently being formalized in the Russian and English translation versions.

35 Dissertation abstract is to consist of the following parts:
introduction (thesis annotation);
main content of dissertation;

conclusion;
the list of used literature.

36 The introduction part of dissertation is to be the same in line with the introduction of the dissertation abstract.

37 The main content of the dissertation abstract is to contain a short review of dissertation essence, the achievement of the aim and execution of the tasks of dissertation.

38 The conclusion part of dissertation is to contain conclusions, proposals and recommendations on the research and the results available for implementation.

39 The list of used literature is to represent the list of scientific works published on the theme of dissertation. They are to be followed in chronological order and numbered in sequence:

monograph;

patent;

scientific article;

scientific collections and other publications.

40 The list of used literature is to consist of the following two parts:

the first part is to reflect the scientific works published in the List recommended by the SAC, as well as obtained patents. The field of science of each scientific work and its serial number in the List recommended for publishing is to be written in brackets (for example: 01.00.00;№ 15);

the second part – other scientific publications.

41 The picture, table, formulas and others may be indicated in the dissertation abstract where applicable. They are numbered in sequence within dissertation abstract text.

§-2. Requirements for the preparation of the dissertation abstract text

42 Dissertation abstract for a Doctor of Philosophy degree is prepared in the Uzbek, Russian or English languages in 2 printer sheets; 1 printer sheet in every language; its summary in the third language (English or Russian) is submitted as well.

Dissertation abstract for a Doctor of Science degree is prepared in the Uzbek, Russian or English languages in 3 printer sheets (1,5 printer sheet in every language); its summary in the third language (English or Russian) is submitted as well.

The scope of the dissertation abstract in social-humanitarian sciences may be increased to a maximum of 30%.

43

Dissertation abstract is prepared according to the following technical requirements and published in the form of brochure:

Text should be written on the one side of A4 paper. Text should be justified throughout and one-spaced. The left margin is 3cm; the right margin is 1,5cm; the top and bottom margins 2 cm; indention 1cm;

the size of the brochure 21x14,5cm.

44

Pages are numbered starting from the cover page to the end page in sequence. The sequence number of the page starts from the number «5» at the bottom right corner.

The main cover page, its back cover and inside cover pages and their back sides are not numbered.

45

Main titles of the dissertation components («Contents», «Introduction», «Dissertation annotation», «Main content of dissertation», «Conclusion», «The list of used literature» and others) are to be written in capital letters. 12 pt is recommended after them.

46

The present Provisions have been coordinated with the State Committee on Physical Culture and Sports, the Ministry of Culture, the Ministry of Higher and Secondary Specialized Education, the Ministry of Health, the Ministry of Public Education, the Ministry of Agriculture and Water Resources, the Ministry of Foreign Affairs, the Academy of Sciences and the Agency of Science and Technologies of the Republic of Uzbekistan.