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GUIDE FOR ELABORATION OF THE PhD THESIS

# CONTENTS:

1. [THESIS SECTIONS 1](#_bookmark0)
2. [RECOMMENDATIONS REGARDING THE TECHNICAL EDITING OF THE TEXT 6](#_bookmark1)
3. [PRESENTATION OF THE DATABASE AND THE RESULTS OBTAINED 8](#_bookmark2)
4. [REQUIREMENTS REGARDING THE PRESENTATION OF BIBLIOGRAPHICAL REFERENCES 10](#_bookmark3)
5. [WRITING THE THESIS 1](#_bookmark5)2
6. [APPENDIXES 1](#_bookmark6)6

***The PhD thesis must be the result of the PhD student's own scientific research activity, under the guidance of the PhD supervisor, and must contain original results in the field of scientific knowledge.***

* 1. **THESIS SECTIONS**

The first aspect analyzed in this guide refers to the cover of the PhD thesis. The cover of the PhD thesis includes: the full name of the University, the logo of the University, the name of the PhD school, the title of the thesis, the name and surname of the author, the name and surname of the PhD supervisor, the committee for the defense of the PhD thesis, etc., according to Appendix 1. Appendix 1 specifies the type and the size of the characters used, as well as the words to be written in bold, so that all PhD theses have the same format for the cover (a model is available in the same appendix 1). It is recommended that the logo of the university is always taken from the cover model presented in the Appendix, by copy-paste, without changing the dimensions of its image. The cover must become the visiting card of the PhD thesis, specific to the university, as it happens in all the great Universities in the world. It will be the visual label of the PhD thesis from the Bucharest University of Economic Studies (ASE).

The PhD thesis is structured in several sections. Important sections start on a new page. The pages preceding the Introduction are numbered with lowercase Roman numerals. Starting with the first page of the Introduction, Arabic numerals will be used. The inside cover is not numbered and is not included in the Table of Contents.

In general, the PhD thesis will include the following chapters/subchapters/sections/paragraphs, in the order below[[1]](#footnote-1):

* + 1. **The inside cover or the first page of the thesis**includes: the full name of the university and the PhD school; thesis title; the name and surname of the author; the teaching degree, the name and surname of the PhD supervisor; city ​​and year, according to Appendix 2.

# The summary or the second page of the thesis includes:

* + - 1. A short summary in Romanian (maximum half a page) focusing exclusively on the original results obtained and presented in the thesis by the PhD student and the main conclusions of the PhD thesis.
			2. The same summary translated into English.
		1. **Thanks**- addressed to people who, directly or indirectly, supported the PhD student in research and in the elaboration of the thesis.
		2. **content**– In the list format, each chapter, subchapter, is entered in the order in which they appear in the thesis, together with the corresponding numbering with Arabic numerals and the number of the beginning page of each chapter/subchapter.
		3. **PLACING**- sets the scientific framework of the researched topic: the importance of the researched topic and the motivation of its approach, the clear definition of the purpose of the PhD research and the research objectives, the expected results and the relevance of the research. In this section, the author makes clarifications regarding: the general context in which the research theme falls, a brief reference to how it is approached in the specialized literature in order to argue its importance, but also the aspects that have not been sufficiently researched, the problem of research, the purpose and research objectives proposed by the PhD student, the main methodological and structural aspects related to the work.

The introduction should answer the following questions: what is the research problem, why is it important, and to whom is it of interest? The introduction also presents the results on which there is already a consensus in the specialized literature. Also in the introduction, the original elements of the work can be highlighted, a brief reference can be made to the method of investigation of the researched issue. At the end, a presentation of the structure of the thesis must be made through a brief review of the content of the following chapters.

* + 1. **The current state of research**(from the relevant scientific literature)[[2]](#footnote-2) represents a synthesis of the specialized literature in the field of the studied theme. The author must make a critical presentation of the results of studies from the scientific literature on the subject of the PhD thesis and present the main points of view/approaches/theories of established authors or established works in the researched field. The PhD student must prove that he has a thorough command of the scientific literature regarding his PhD topic (in other words, he must prove that he is a "doctor" on the issue of the researched subject, that is, he must prove that he is an "authority on what other authorities have stated on his theme"[[3]](#footnote-3)).

The presentation must refer to all studies relevant to the problem under study. To identify relevant references, it is recommended to use international databases, such as Web of Science, Scopus, JStor, ProQuest, Science Direct, etc. The presentation of the state of knowledge must be carried out in a critical manner, commenting on the relevance, value level, advantages and limits of the cited studies. It is recommended to exclude from the reference list articles from non-academic publications, such as newspapers and popular magazines, even if their subject is economic or financial.

***The presentation of the state of knowledge must be logical, coherent and consistent with the topic being studied. The PhD student must use it as an argument for the achievement of his original objectives in the PhD thesis.*** In revealing the current state of research, it is not enough to simply write a paragraph about the research analyzed and then cite the author. The aim is to describe what has been achieved in different aspects of the subject, highlighting both the aspects on which previous research converges, but also those on which there is still no unified approach or are insufficiently studied. Emphasis must be placed on the results of previous research, on the methodologies used and on their relevance. The analyzed research must be reflected and evaluated critically, from the perspective of the methods and approaches used, as well as the conclusions obtained by the researcher. The specialized literature must be summarized in your own words, with the correct and clear highlighting of the conclusions and statements of the quoted author.

The general scheme of the sections for reviewing the specialized literature must include:

* introduction to the topic covered in the specialized literature;
* the theoretical foundations of the topic from the specialized literature;
* review of previous researchwhich are relevant to each of the aspects of the PhD research project;
* the need for further research. In which aspects of the research issue is the specialized literature deficient?
* ***the identification of the niche in the specialized literature that will be developed through the PhD thesis.***

The raison d'être of a PhD thesis is the contribution of originality to what has been discovered and already appears in the specialized scientific literature. Therefore, the current state of knowledge constitutes the main argument in the construction of the thesis to demonstrate the originality of the PhD research.

* + 1. **Conceptual Framework and Research Hypotheses *–***This section connects the previous section with the rest of the paper. The conceptual framework should be outlined in accordance with the research problem and the literature review and include the concepts identified as important to the research as well as the relationships that exist between them. The conceptual framework helps develop research hypotheses (if applicable).
		2. **Research methodology** (one or more chapters, with related subchapters) represents the part of the PhD thesis that explains the arguments underlying the choice of research methods to answer the research objectives and questions. This may consist in the development of a new paradigm, a concept, a new model, or in the development of a new application approach, based on a relevant and consistent analysis, applied for the first time on a new economic data base, so that the results be relevant and original in relation to the existing literature. The methodological section is generally elaborated by including three sub-sections presenting (i) justification of the research objectives and questions; (ii) choosing the research method and presenting the tools and variables/concepts used; (iii) the sources used in data collection and the limitations imposed by the chosen methodological approach.

 *First sub-section (i)*begins by presenting in detail the hypotheses that underlie the establishment of the research objectives. This part also includes the presentation of the general methodological approach of the research - quantitative, qualitative or a combination of the two. Choosing a quantitative approach is appropriate if the research is organized in a manner similar to that of researchers studying the natural sciences. This type of research focuses on measurement or some other type of quantitative assessment of the object of study. A qualitative approach responds to the need for research to understand and interpret the object of study.

 *Sub-section (ii)*present the option regarding the choice of the method, i.e. the technical/working procedure of the research, so that it leads to the fulfillment of the general objective of the research, together with the identification of the most appropriate tools for testing the hypotheses, as well as the justification of the choices made regarding the tools used. Quantitative methods refer to data processing and analysis procedures to make objective measurements (independent of the researcher's estimates) in terms of quantity, intensity or frequency. The specific analysis tools used to study each research objective are described, including the mathematical, statistical, numerical, econometric techniques, the type of software used to process the data. Their choice must be justified. Qualitative methods refer to the understanding and interpretation of economic phenomena through the meanings of economic decisions and choices, intentions, beliefs and market interactions. Among the most used tools are in-depth interviews, focus groups, case studies, field research, narrative analysis through software packages.

 As a rule, research methods, qualitative or quantitative, must be recent. The use of an outdated research method in the conditions where the specialized literature offers newer and proven better research solutions, can represent a deficient point of the PhD thesis. The use of artificial intelligence techniques must be mentioned and justified.

 ***The errors that can result from not mastering these research tools create nonsense, disqualify the PhD thesis and put the author and the PhD supervisor in a delicate situation!*** The bibliography for the specific procedures should be specified and the options made in these procedures described, as well as any personal adaptation of the original procedure. It is specified to what limits were reached in the use of procedures, as well as the steps taken for data processing. The working procedure must be sufficiently well detailed, based on adequate citations from the specialized literature, so that other researchers can easily replicate the methods used by the PhD student in the thesis.

*In sub-section (iii)*clarifications are made regarding the source of the data, the method of data collection and the limits of the chosen research methods. The author describes how the data were created and by whom, and if the data is older, justifies whether it is still relevant to the investigation of the current research problem. If the study involves interaction on a personal level, the research must comply with certain standards related to research ethics, especially with regard to protecting individual rights, declaring conflict of interest, obtaining authorization to use and publish data, etc.

It is therefore recommended to consider the following elements:

* the research methodology specific to the development of an original analysis model and/or an application approach;
* the way to set up the database (what data will be used to carry out the case study): data from the financial and economic statements of the entities, macroeconomic indicators, exchange rates, stock market quotations, data on the basis of which an analysis of some markets etc.;
* the descriptive analysis of the data and the interpretation of the results obtained following the application of the methodology proposed by the PhD student;
* conclusions, comments, observations and personal points of view regarding the results of the study.
	+ 1. **results**– The numerical results are presented in text, tables and/or graphical representations (see the section on the elaboration of tables and graphs). It must be described for the reader what each table and graph represents. It is not enough to indicate that the results obtained are in table x and figure y. It also specifies anything that has an impact on the validity, completeness or interpretation of the research results. Excessive use of abbreviations will be avoided, and when they are used, their meaning will be clearly indicated.
		2. **DISCUSSION**- have the role of clarifying the meaning and implications of the research results. These should not be a duplication of the recording of the research results, but an explanation of their significance. The results must be compared, correlated and commented in relation to the findings from previous studies in the specialized literature. Deviations and plausible reasons for them will be clearly explained by the author.
		3. **The conclusions –**In this part, reference is made to the originality of the results, the applicability of the results, the limits of the research and possible future research directions. This part is also important, as it summarizes the results of the research and analyzes carried out by the PhD student. The conclusions must be relevant, come as a result of the analyzes carried out in the thesis and be accompanied by relevant arguments. Each conclusion of the thesis will be presented succinctly in a short paragraph.
		4. **Bibliographic references** will contain the bibliographic resources used by the PhD student for the purpose of completing the PhD thesis. They are presented as a bibliographic list of all materials cited in the text, arranged alphabetically by the name of the first author.
		5. **APPENDIX** they can contain tables, graphs, program listings, more elaborate demonstrations of some formulas used during the work, figures, schemes, financial documents, images, maps, etc. In the case of theses that involve data processing through different computer programs, it is recommended to present different intermediate situations in appendices, following that only centralizing elements relevant to the analysis carried out should be included in the chapters.

The basic materials for the research data, results and comments are presented in the main content of the thesis. Only informational materials, which are not of primary importance for the thesis, must be presented in the appendices. Usually, the appendices are numbered by capital letters, by the specific title and by starting a new page. The titles of the appendices must be listed in the List at the end of the thesis, and the tables and figures/graphs in the appendices must be listed in the list of tables, respectively the list of figures/graphs at the end of the thesis. The text in the appendices must make specific reference to their content and to the correlation of this content with the subject of the thesis. The materials in the appendices should not be simple collections of uncommented data.

* + 1. **List of abbreviations and acronyms**– In the list format, each abbreviation/acronym is entered with the complete description of its name.
		2. **List of tables**- In the list format, enter each table number, its title and the page number where it appears in the thesis. The tables in the Appendixes are also included; in this case, the number of the table is preceded by the letter of the Appendix in which it appears.
		3. **List of figures/graphs**- In the list format, enter each figure number, its title and the page number where it appears in the thesis. The figures in the appendices are also included; in this case, the number of the figure is preceded by the letter of the Appendix in which it appears.
		4. **List of attachments**- In the list format, enter each appendix, its title and the page number where it appears in the thesis. If the Appendixes contain tables and figures/graphs, they are moved to the corresponding Appendixes, with their number preceded by the letter of the Appendix in which they appear.

# RECOMMENDATIONS REGARDING THE TECHNICAL EDITING OF THE TEXT

1. **STYLE, PUNCTUATION AND GRAMMAR**

It is written simply and clearly. Avoid short and quick sentences, as well as overly complicated sentences. The technical aspects of the editorial format, such as the distance between lines or at the beginning of a paragraph must be respected throughout the thesis.

***Under any circumstances*** the results/models obtained/developed by other authors will not be presented as personal achievements. Information taken from the works of other authors will be cited accordingly. Quoting will not distort the meaning of the information from the original work. A distinction must be made between quoting and giving a quote.

The PhD thesis written in Romanian must be written in Times New Roman, 12 characters, with 1.5 line spacing, using diacritics. Page margins: 2.5 cm left, 2 cm right; 0.5 cm paragraphs using the "left-right" option (Justify).

The PhD thesis is listed on A4 format, front/back only, and very large appendices can be listed on folded A3 sheets.

***The thesis is bound only by the thermo-bonding process*** (service also offered by the ASE printing house), respecting the cover model presented in appendix 1 (theses bound with spirals or with glued or screwed cardboard covers are no longer accepted).

For the clarity of the presentation and for the characterization of the author, it is important that the text is grammatically, semantically and orthographically correct. The PhD thesis is written in the third person. The Explanatory Dictionary of the Romanian Language (DEX), specialized dictionaries and other helpful materials for synonyms, grammar and punctuation will be used. Mathematical equations/formulas should be centered on the page, numbered at the right margin in their sequence between round brackets. The reference in the text to these equations/formulas must be of the type "Equation (15)". The size of the characters in the equations must be the same as the size of the characters in the text. It is recommended to use an equation editor for writing them. Images with equations will not be inserted in the thesis text.

Regarding verb tenses, the present tense will be used for the elements from the specialized literature confirmed by the academic community, while the past tense will be used for the presentation of own results (for example, "Bollerslev's study (1986) shows that volatility increases on the market...", and "According to the estimates presented in table 1.8, volatility increased on the market..."). It is recommended to avoid "Romanized" words from other languages ​​of international circulation, especially from English, which do not exist in DEX (for example, updated instead of updated).

# ELABORATION AND ORGANIZATION OF THE TEXT

Each chapter should begin with an introductory paragraph that specifies the topic of the chapter and introduces the reader to the area analyzed. The first sentences in the paragraph should provide a brief presentation of the objectives of the chapter. In the preparation of the section, it is necessary for the author to be guided by the general purpose and the scope of the thesis, so that the written information supports the research carried out argumentatively. This thesis construction logic is especially important in the introduction, presentation of specialized literature, comments and conclusions. These connections must be made between the introduction of the section and its content in an argumentative, clear and coherent manner.

The material in a chapter/section should be separated into sub-chapters/sub-sections for ease of reading and understanding. The recommended order of thesis section headings is shown in the example below:

# 2. PRIMARY TITLE

It is the title of the second chapter, in capital letters, aligned centered, numbered with Arabic numerals and at the beginning of a new page.

#  2.1. SECOND TITLE

It is the title of the first subchapter in the second chapter, in capital letters, starting from the left of the page with a gap (tab), numbered with Arabic numerals indicating the number of the current chapter and subchapter, without a new page start and two lines away from the end the previous text.

# 2.1.1. Third rank title

It is the title of the first section of the first subchapter of the second chapter, with the first capital letter, starting from the left of the page, numbered with Arabic numerals indicating the number of the chapter, of the current subchapter and of the current section.

Obviously, the thesis can be divided even deeper into subsections following the same structuring algorithm. It is important to use the same format of headings and subheadings, the same structure of sentences for naming the headings/subheadings and the same structure of paragraphs throughout the thesis. Each chapter of the thesis must end with a brief summary of the information provided. It should connect the content of the chapter with the overall theme of the thesis and show how it provides substantiation or support for the research carried out. Each chapter/subchapter/section/subsection must go through a revision process each time after it is written. The elements that must be taken into account are: informative content, logic, clarity, coherence and fluency of language.

# EDITING OF TABLES, FIGURES/GRAPHS AND APPENDICES

In general, it is recommended that tables/figures/graphs appear immediately after their first mention in the text of the section, and not at the end of the text of the section or thesis. Each graph or table should be commented, explained and integrated into the context of the entire section/paper. The source should also be listed immediately below it.

Appendices should be used to present secondary results that do not justify being integrated into the text of the thesis, information on the data used in the research, programs from the computer applications made, etc., while important calculations or information on the basis of which the conclusions of the section were reached will be mentioned in the thesis text. In the text of the thesis sections, references should be made to the contents of the appendices (for example, "The real values ​​of the gross domestic product for the last 20 years are presented in table 2.1. The complete set of real values ​​by economic sectors is presented in Appendix A").

If the reference to a table or graph is sufficiently clear, do not cite in the text of the section the page number where the table/graph or other references appear in the text (for example, do not write "The table on page 12 shows..."). For simplicity and to avoid potential numbering errors, it is advisable to refer only to the numbering assigned to the tables and graphs.

Oversized tables or graphs should be avoided in the text. If the volume of information is difficult to summarize in a single table, several complementary tables will be used. The introduction of graphs or tables as an image in the thesis text will be done taking care to maintain, as much as possible, approximately the same size of the characters in the image and text.

1. **CORRECTION OF THE TEXT**

The author must pay particular attention to the proofreading of the material and the numbering of tables and graphs. He must ensure that each number is correctly listed both in the tables and graphs and in the text. Therefore, it must be checked against the original version or the original data set and compared to the final version. One must also systematically check in the text that all the numbers are correct. For example, if the text says "As shown in table 3.2, the inflation rate increased by two percentage points...", it will be checked in table 3.2 if this statement is correct. The text is also checked for proofreading.

# III. PRESENTATION OF THE DATABASE AND THE RESULTS OBTAINED

1. **tables**

The purpose of presenting the data or results in table form is to facilitate the interpretation of the data in the text and to give the reader a clearer view of the results. A table must contain enough information to ensure the reader's understanding of the content. The following aspects will be considered:

* + *tables* will be numbered, the numbering will include two numbers: the chapter number and a number that will start from 1 for the tables related to each chapter in the order of their appearance in the text. That said, the first digit will be the chapter number, and the next will identify the table number within the chapter.
	+ Regardless of whether the table contains data, information, processing that does not belong to the author, or if the data is the result of own processing, the source will be specified below the table and included in the bibliography with complete data.
	+ All tables must be explicitly mentioned in the text and described clearly enough for the reader to understand their content.
	+ Table number mustto be immediately followed by a brief title indicating the contents of the table. The title must be representative of the content and not a simple "Results" or "Data", but rather "Evolution of the inflation rate during...". The number and title, such as "Table 1.2: Evolution of the inflation rate in the period 1989 - 2007", are placed above the table. Whatever convention is used in editing the tables, it must be followed consistently throughout the text of the thesis.
	+ One should not abuse the drawing of lines in the tables. Lines should only separate groups of data in the table, not individual dates.
	+ *Data* presented must be properly aligned and numbers must be rounded appropriately.
	+ If there are blank spaces in the table due to the lack of certain data/calculations, they will be marked with a dash (-).
	+ Special notations for some dates will be made with an asterisk (\*) or exponent numbers/letters. A footnote at the end of the table, which has the same designation, must contain the explanation. Notation and explanation should appear on all figures and tables where they are applicable and not just on some tables where these data appear. Mixing of symbols used in the thesis should be avoided.
	+ The database (example: in excel, txt format, etc.) as well as the source files (including the commands run) of the software used (example: EViews, Stata, Matlab, R, etc.) for quantitative data analysis will be attached the PhD thesis in electronic format.
1. **FIGURES, GRAPHICS**

Often a graph or figure can convey relevant information in a much more easily interpretable way than a table. Trends or patterns can be seen more easily when presented in such a manner. However, a poorly designed figure can present a misleading, incorrect interpretation of the data. For example, the reader may be misled if confidence intervals are not plotted or are not available to show the precision of the data, data are linked when in reality there is no justification for this, or the scale used in the presentation data is inadequate and does not show the differences between the real data, or exaggerates the difference from the economic reality.

* + The graph/figure must be numbered at the bottom with a suggestive title regarding the content of the figure/graph,under the graph also passing the data source.*The figures, the graphs* they will be numbered with two digits according to the following scheme: the first digit will be the number of the chapter, and the next will identify the number of the figure/graph within the chapter (numbering will start from 1 for the figures related to each chapter).
	+ If the graphic representation is the result of the analysis made on the basis of the data presented in a table or taken from elsewhere, the source should be written Based on the data from table no.... or Processing based on data provided by the site... or Processing based on data from the publication... page...
	+ The figures must be made with the help of a software. It is recommended to use the Excel program to make the graphs. Any graphics editing program is suitable if it generates good quality graphics and figures.
	+ Choosing the simplest type of graph (eg, radial chart, bar graph, line graph, map, etc.) is indicated, which will convey the message and facilitate understanding and interpretation of the data. The graph must be appropriate for the data presented. For example, to present a trend, a line graph may be most appropriate, to compare data from several variables, a bar graph may be most appropriate, to illustrate the distribution into parts of a whole, a radial diagram may be the best choice.
	+ Both axes on a graph should be labeled as to what they represent. The appropriate and complete units of measure for both axes must be included.
	+ If it is desired to include a graph/figure from another source, it is indicated to reproduce the graph/figure or develop graphs/figures inspired by them and not to take them as such. In both cases, the appropriate reference will appear below the figure and will be included in the bibliography with full data.
	+ If the PhD thesis is printed in black and white, the graphics/figures must be made so that they are legible. It is advisable to use different shades of gray and different thicknesses/shapes of the plotting lines of the graphs.

# IV. REQUIREMENTS REGARDING THE PRESENTATION OF BIBLIOGRAPHIC REFERENCES

Harvard style is used for references in the reference list, but also for those in the text (citations).

**References in the text**

***The text of the citations should be in Harvard "Author (year)" format.***

Taking some ideas from specialized works is cited parenthetically, indicating, between round brackets, the last name of the author/authors and the year of publication of the respective work, with details to be presented in the Bibliographic References: (Edvinsson, 2002); (Edvinsson & Malone, 1997). When authors are given in the text and only the year is given in parentheses, the preposition "and" will be used: Edvinsson and Malone (1997)[[4]](#footnote-4). Footnotes are used only to make additional clarifications, to comment, etc.[[5]](#footnote-5)

If there are two or three authors of the article, the text of the citation should be: "Smith and Anderson (1987)" or "Smith, White and Anderson (1987)". If there are four or more authors, the text of the citation must be: "Smith et al. (1987).” Indication of the Latin "et al." it must be written as such, do not pass the sign "dot" after "et".

If an author cites another author, and the PhD student wishes to use this citation, then he must analyze the original source to cite the original article. If he cannot analyze the original source of the quote (for example, because it was written in another language or is not accessible), the PhD student will indicate in the thesis both the original article and the article in which this quote appears, in the form: "McCartney et al. (1997) cited in Hui and Culler (2008) ...”. In this case, only the work studied directly by the author will be included in the bibliography. The use of citing a secondary source should be avoided; as far as possible efforts should be made to identify and study the original source.

*A quote*word for word from the specialized literature will be done, by placing it in quotation marks, followed by specifying the source: (Edvinsson & Malone, 1997, p.23) / (Edvinsson & Malone, 1997, pp.23-27).

When multiple references are used, they are given in chronological order, separated by semicolons (Sveiby, 1997; Edvinsson, 2002). If several works of the same author that were published in the same year are cited, they will be differentiated using the small letters of the Latin alphabet: (Edvinsson, 1997a; Edvinsson, 1997b).

When a source has up to three authors, list all authors in the order in which their names appear in the source.

If there are four or more authors, give only the first author's name followed by 'et al.'

| *Number of authors* | *Examples of references:* |
| --- | --- |
| 1 author | Davis, V. (2019) … |
| 2 authors | Davis, V. and Barrett, M. (2019) … |
| 3 authors | Davis, V., Barrett, M. and McLachlan, F. (2019) … |
| 4+ authors | Davis, V. et al. (2019) … |

**List of references**

Within the Bibliographic References*[[6]](#footnote-6)*, the materials used for the PhD thesis must be arranged in alphabetical order by the first author. Works without an author (such as legislation or other sources of information) will be placed at the end of the bibliographic references.

Sufficient information must be provided in the bibliographic references so that the reader can obtain a copy of the cited document. Whenever a reference list is prepared, the author will ensure that the list includes the references cited in the tables and figures. These must be part of the literature cited in the thesis.

As a way of presenting information about the bibliography, we recommend the following Harvard (University of Nottingham – NTU Library Citing References) style, which can be found here:

<https://now.ntu.ac.uk/d2l/lor/viewer/view.d2l?ou=52836&loIdentId=25435&contentTopicId=1019510>

We reproduce some examples below, all the writing details can be found in the link above.

**1. Books**

Author Name., Initial., Year. The title of the book. City: Publishing House.

Example: Wells, HG, 1898. The war of the worlds. London: Heinemann.

**2. Book chapter**

Author's name, initial., Year. Chapter Title, in Publisher's Name (ed(s).) Book Title. Edition, City: Publisher, year, page range.

Example: Moran, M., 2013. Exploring the possibilities of children's voice. In: Woods, A., ed. Child initiated play and learning: planning for possibilities in the early years. London: Routledge, 2013, pp. 37-49.

**3. Printed magazine**

Author's name, initial., Year. Article Title, Journal Name, Volume (Volume/Issue No.), pp. page range.

Example: Ghosh, J., 2000. The jurisprudence of the European Court on tax and the fundamental freedoms. The Corporate Tax Review, 3 (1), 43-70.

**4.Exclusively online magazine with DOI**

Author's name, initial., Year. Title of the article, Name of the journal[online], Volume (Volume/Edition No.), page range. TWO[Accessed: Day Month Year].

Example: Freer, S., 2007. The Mythical method: Eliot's 'The Waste Land' and A Canterbury Tale (1944). Historical Journal of Film, Radio and Television [online], 27(3) (August), 357-370. DOI: 10.1080/01439680701443127 [Accessed 26 July 2015].

**5.DOI-free online-only magazine**

Author's name, initial., Year. Title of the article, Name of the journal[online], Volume(Volume/Edition No.) (Publication Date), page range. Available at: URL[Accessed: Day Month Year].

Example: Kelley, T., and Kelley, D., 2012. Reclaim your creative confidence. Harvard Business Review [online], 90 (12) (December), 115-118. Available via: Business Source Complete [Accessed 07 January 2014].

**6.Web page**

Name of the author/publisher, initial., Year. The title[online]. Publisher, Available at:[Accessed: Day Month Year].

Example:Google, 2012. Code of conduct [online]. Google: Investor relations. Available at: http://investor.google.com/corporate/code-of-conduct.html [Accessed 30 August 2013].

**7.Online article**

Author's name, initial., Year. Title of the article, Name of the publication[online]. (Date). Available at: URL[Accessed: Day Month Year].

Example:Fishetti, M., 2012. Olympic athletes feel the hurt. Scientific American [online], (25 July 2012). Available at: http://www.scientificamerican.com/article.cfm?id=graphicscience-olympic-athletes-feel-hurt [Accessed 9 January 2013].

**8. Report of an institution**

Name of the institution., Year. The title of the report[online]. Town. Publisher, Available at: URL[Accessed: Day Month Year].

Example:Bank of England, 2013. Annual Report 2013 [online]. London: Bank of England.

Available at: http://www.bankofengland.co.uk/publications/Documents/annualreport/2013/2013report.pdf [Accessed 30 August 2013].

**9. Paper published in conference volume**

Author's name, initial., Year. 'Title of the article', in the Name of the Proceedings, Volume /No. edition, Conference Location, Conference Date, Publisher, page range.Available at: URL[Accessed: Day Month Year].- if online.

Example:Zwicker, M. et al., 2001. Surface splatting. In: Association for Computing Machinery – Special Interest Group on Graphics, eds., 2001. SIGGRAPH 2001: Computer graphics proceedings, Los Angeles, August 12-17 2001. New York: Association for Computing Machinery, pp. 371-378.

# 10. Theses of doctorate

Author's Name, Initial., Year. The title of the thesis. Thesis type, University.

Example:Crawford, H., 2003. Picasso seizes Donald Duck: an analysis of the uses of Disney images by contemporary artists. PhD thesis, University of Essex.

***Software can be used***for bibliographic reference management (example: EndNote, Mendeley, Zotero, etc.).

# V. EDITING THE THESIS

We present below the stages of elaboration of the different sections of the thesis. Also, various indications will be presented regarding the elaboration of the thesis and its correction, aspects that must be integrated in the final version of the PhD thesis.

1. **Specialty literature.** The study of the specialized literature should be started early in the PhD project. This literature review will identify established research results and methodologies on the subject of the PhD thesis and will provide the scientific framework in which the research objectives will be included. The literature review also provides a basis for comparing one's own results with those obtained from previous studies. As the work progresses, it is also advisable to study the specialized literature in fields related to the subject of the thesis. The specialized literature must be continuously updated during the development of the thesis.
2. **PhD research project outline**. Once the research has progressed to the point where writing can begin, a thesis structure should be developed. The aspects previously presented in this guide will be taken into account, namely the elements from point A above, the tables, figures and bibliographic references. The stages of thesis development and their sequence must be clear. The following distinct stages will be considered:

First - Revising the manuscript*to verify its optimal organization*. Is the flow of information in a logical sequence? Does the current section logically progress from the previous section? Is the thesis topic fully covered in the thesis chapters? Are the connections between the sections of the thesis well made?

Second - Revising the manuscript to check the completeness of the thesis topic. Omitted information will be inserted and redundant information will be removed. If necessary, the content of the thesis is revised according to the added or removed information. Each topic should be covered clearly and completely.

Third - Revising the manuscript from a linguistic point of view. Spelling, grammar, semantics, sentence structure will be corrected.

1. **Elaboration of the first version of the thesis**. The first version of the PhD thesis, in accordance with the indications in this guide, will be submitted to the PhD supervisor. After revising the thesis according to the instructions of the PhD supervisor, it will be submitted to the guidance committee for analysis. The author will probably receive a set of observations regarding the quality of the PhD thesis that he will have to take into account for the development of the final version of the thesis.
2. **Additional suggestions for chapter-by-chapter review:**

The PhD thesis will be reread, each bibliographic reference will be checked, the references in the text will be checked for compliance with the bibliographic references, the tables and figures will be checked according to the indications of this guide. The PhD thesis must be thoroughly re-read before its final form is determined.

In order to have a series of milestones in the process of verification and revision of the thesis by the PhD student, we present below a series of key questions related to the elaboration of the PhD thesis:

* **PLACING** does it provide an adequate exposition of the main objectives of the PhD thesis correctly anchored in the specialized literature?
* Were the established works from the scientific literature analyzed? Has a relevant synthesis of the specialized literature been made?
* Have sufficient details and references been provided regarding the research methods and techniques used?
* Are arguments about the applicability of the research results included?
* Were the results of personal research and their correlation with previous studies adequately presented? Have the objectives indicated in the introduction been achieved?
* Were the original elements of the research emphasized in the conclusions of the PhD thesis? Are the conclusions correctly stated? Are the stated conclusions sufficiently argued by the scientific approach undertaken?
1. **Common problems**

The suggestions in this section have the role of signaling and correcting the most frequently encountered errors in the elaboration of a PhD thesis. This list must be carefully analyzed for the author to ensure that these elements are correctly operated in the thesis.

* + 1. Incoherence in expression will be avoided.
		2. Reports and conclusions will be divided into appropriate sections with appropriate notation of sections, sub-sections, tables and figures. It is important to check that the headings, subheadings, etc., appearing in the table of contents and in the lists of figures and tables are exactly the same as those appearing in the text.
		3. The author will be consistent with the use of verb tenses (for more details on the use of verb tenses, refer to the second chapter of this guide).
		4. Comments in parentheses will be avoided. In general, if information is important enough to be included in the text, it should be moved into the body of the text.
		5. Any words, abbreviations or acronyms that are not in common parlance should be defined in a list of abbreviations and acronyms or in the text of the thesis the first time they are used. For words or abbreviations that have two or more acceptable spellings, the format from an official dictionary will be used. In all circumstances, only one form will be used throughout the sentence.
		6. If other authors' expressions are used, they will be enclosed in quotation marks. References to specialized literature must be made consistently in the text.
		7. When quotation marks are used at the end of a sentence, the period will be placed at the end of the expression between the quotation marks "EU.". The use of quotation marks for purposes other than quoting the statements of other authors will be avoided.
		8. Where data have been collected using English standard units of measure, metric equivalents will be specified in parentheses. Today, metric units are the accepted standard.
		9. Always use a zero before a decimal fraction (eg 0.23). A number will be written in letters if it is less than ten, unless the numbers are accompanied by units of measure (eg "data were collected from nine samples" and "the average age of the children in our analysis it was 9 years old").
		10. When the research covers a specific period of time, the phrase "from... to.../between... and..." will be preferred to the use of a hyphen between them (eg "Estimated duration is between 2 and 3 weeks").
		11. For PhD theses written in Romanian, the comma (,) will be used as a separator for decimals, both in the text and in graphs and tables.
1. **Rules of ethics in scientific research**

According to the Institutional Regulation for the organization and conduct of university PhD studies in the Academy of Economic Studies in Bucharest:

*(1) In the process of evaluating the activity of the PhD student, scientific ethics and professional and university deontology will be respected.*

*(2) Before the public defense of the PhD thesis, it is checked against plagiarism, at the request of the PhD supervisor or the PhD student, using a computer program recognized by the ministry to detect similarities.*

*(3) In case of possible academic fraud, violation of university ethics or other deviations from good conduct in scientific research, including plagiarism, the PhD student and the PhD supervisor are responsible under the law.*

In the elaboration of the PhD scientific works, the authors will take into account the following aspects regarding the observance of ethical norms in scientific research, provided for in the Code of Ethics of the Bucharest University of Economic Studies (<https://etica.ase.ro/codul-de-etica-al-ase/>) and in the ASE Strategy for preventing and combating plagiarism ([ASE strategy - to prevent and combat plagiarism.pdf](file:///C%3A%5CUsers%5CAdministrator%5CDownloads%5CStrategia%20ASE%20-%20de%20prevenire%20si%20combatere%20a%20plagiatului.pdf)):

* *Plagiarism and self-plagiarism*: the detailed definition of plagiarism, relevant to the socio-economic field and the situations in which self-plagiarism is unethical, will be considered;
* *Authorship and co-authorship*: the rules regarding the responsibility of the authors will be respected, as well as the relationships between them, in the case of articles with several authors;
* *Privacy*: the protection of confidential information regarding research subjects as well as other confidential information will be guaranteed;
* *Informed consent*: the rules regarding the correct and complete information of the research subjects regarding the objective of the research, its general way of conducting and possible justified exceptions to these rules will be respected;
* *Social responsibility of researchers*: the rules regarding the responsibility of researchers towards society in general will be respected;
* *Norms regarding communication between members of research teams*: ensuring honest and transparent communication within the research teams;
* *The precautionary principle*: risky research for society or subjects will be avoided;
* *Fabrication or alteration of data in scientific research*: the accuracy of data in scientific research will be ensured and their alteration will be avoided through negligence or intent;
* *Access to research resources*: the financial support of the research is carried out fairly, in accordance with the research strategy of ASE Bucharest and with the aspects related to social responsibility;
* *Property rights to research results*: the legitimate moral claims of ASE Bucharest and the researchers affiliated with ASE Bucharest on the results of scientific research carried out with support from ASE will be recognized;
* *Academic freedom*: the freedom of researchers in choosing research topics will be guaranteed in compliance with the research strategy of ASE Bucharest, as well as the unfettered development of the research process from a scientific point of view.

**In order to verify the originality of scientific works, research reports, articles and PhD theses, ASE Bucharest uses an anti-plagiarism software approved by the Ministry of Education.https://www.dmci.ase.ro/index.php/antiplagiat**

# APPENDIXES

***Appendix 1*- Thesis cover model - hypothetical example**

**Bucharest University of Economic Studies**

PhD School of Finance

# THESIS

Presented and publicly supported by the author:

# MATEI I. POPESCU

PhD thesis title:

POLICY TRANSMISSION MECHANISMS

MONETARY AND TAX

PhD supervisor: Prof. univ. dr. Ion IONESCU

PhD thesis support committee:

Professor Ion Popescu (president) - The Bucharest University of Economic Studies

Professor Matei Popescu (referent) - Babeş-Boylai University from Cluj-Napoca

Professor Andrei Popescu (referent) - Babeş-Boylai University from Cluj-Napoca

Professor Luca Popescu (referent) - The Bucharest University of Economic Studies

Professor IonIonescu (doctorate supervisor) - Academy of Economic Studies in Bucharest

Bucharest, July 2023

# Bucharest University of Economic Studies (TNR 16)

PhD school (name of PhD school) (TNR 16)



# PHD THESIS (TNR 24)

Presented and publicly supported by the author: (TNR 16)

**(author's first name, father's initial and author's name) (TNR 16, Bold)**

PhD thesis title: (TNR16)

PhD supervisor: (Teaching degree) Dr. (first and last name) (TNR 16)

PhD thesis support committee: (TNR 16)

(Teaching degree).dr. (first and last name) (president) -(name of university) (Teaching degree).dr. (first and last name) (reference) -(name of university) (Teaching degree).dr. (first and last name) (reference) -(name of university) (Teaching degree).dr. (first and last name) (reference) -(name of university) (Teaching degree).dr. (first and last name) (PhD supervisor) -(name of university)

Bucharest, (month) (year) (TNR 12)

# *Appendix 2.*- Sample first page thesis (inside cover)

#  Bucharest University of Economic Studies

#  Council for PhD University Studies

# *PhD School*

#  (name of PhD school)

**TITLE OF THE PHD THESIS**

Author's first and last nameand

PhD supervisor: Teaching degree. dr. (first and last name)

# Bucharest, (year)

1. The following elements can be combined in chapters/sections/subsections, but they can also stand alone in chapters/sections/subsections [↑](#footnote-ref-1)
2. It can be presented within a separate chapter and/or within each chapter, as the case may be, creating separate sub-chapters [↑](#footnote-ref-2)
3. Umberto Eco - "Come si fa una tesi di laurea", Ed. Bompiani, 1997. [↑](#footnote-ref-3)
4. The author(s) and their referenced work will also be found in Bibliographical References. [↑](#footnote-ref-4)
5. Footnotes are used to point out details, such as specifying citations, words to be explained in the text, etc. [↑](#footnote-ref-5)
6. A distinction is made between references and bibliography. The list of references includes all sources cited in the text of the PhD thesis, but does not include any work that was not referenced in the work. The bibliography includes both references and scientific works whose consultation is implicit in the PhD thesis: treatises, monographs, dictionaries, etc. [↑](#footnote-ref-6)