
International Standard



7144

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

Documentation — Presentation of theses and similar documents

Documentation — Présentation des thèses et documents assimilés

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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 subdivisions 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 serial, 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.