

Ph.D. Thesis submission – check yourself if the thesis file has been formatted as required.

1. The following applies to all kinds of Ph.D. Theses

***Anything that is not indicated as **optional** is mandatory; What is required is often explained and demonstrated in the [presentation](#).

- ☐ The thesis file is formatted according to the required outline, including different page numbering for the different parts of the dissertation.
- ☐ Title pages in English and in Hebrew are formatted according to the required template and placed according to the required outline in the thesis file.
- ☐ Supervisor's pages in English and in Hebrew are formatted according to the required template and placed according to the required outline in the thesis file.
- ☐ In the title pages and the supervisor's pages, one must use only the [official names of faculties/departments/etc.](#)
- ☐ Acknowledgments / dedication pages [acknowledgments may include thanks to the supporting environment (colleagues, supervisor, family, friends) and/or professional acknowledgments (e.g., funding); **optional**. If you do intend to have them in your work, you must include them in the final version of the thesis file which you upload as part of the deposition process].
- ☐ There is a table of contents page in the language in which the thesis file is written and a translated table of contents, which appear according to the required outline. [Emphases on proper content](#).
- ☐ List of tables and/or graphs [**optional**] – include page numbers that correspond to the location of the items in the main body of the thesis file.
- ☐ List of abbreviations [**optional**]
- ☐ Abstracts in English and in Hebrew, placed according to the required outline in the thesis file and have the required numbering of pages.
Do not include them in the numbering of chapters of the thesis file.
- ☐ The main body of the thesis file is divided into chapters, as customary in your research field, starting with the introduction chapter, which is the first chapter with page number 1 and ending with the bibliography chapter or the appendices chapter [if there is an appendices chapter in the thesis file, it will come only after the bibliography].
- ☐ The numbering of the pages of the main body of the thesis file must be continuous, from 1 to the end, without skipping or repeating page numbers. For various reasons, there may be a disruption in automatic numbering, so this must be verified.
- ☐ In all parts of the thesis file there are no skipping or repeating of titles/parts of graphs/tables, etc. A more detailed explanation of the problem and methods of treatment can be found in the [Emphases on proper content](#).
- ☐ **Ph.D. Thesis written in Word**, when saved as PDF, make sure there is no disruption in the file with special emphasis on the following places:

- automatic table of contents (sometimes saved with error messages);
- graphs and various objects (sometimes saved as an empty square);
- Various special signs, especially in the field of mathematics/physics (saved correctly and not as gibberish).

2. Ph.D. Thesis written in a language other than Hebrew/English –

☐ [Special requirements](#) in addition to section 1 [in Hebrew].

3. Ph.D. Thesis that includes articles –

☐ [Special requirements](#) in addition to section 1.

4. Ph.D. Thesis written in LaTeX –

☐ [Special emphases](#) in addition to section 1

5. Thesis comprised from more than one volume -

☐ [Special guidelines for work with more than one volume](#) – in addition to section 1.