

Form requirements for the monograph

A dissertation must represent a considerable scientific achievement and demonstrate the candidate's ability to work independently in a scientific manner. The following information is intended to facilitate the writing of the dissertation. Please also refer to the document "Q&A Doctorate". This clarifies further questions, among other things.

Title

The title of the dissertation should outline the content in a memorable and concise way. Abbreviations should be avoided in the title. If the title consists of two parts, attention should be paid to punctuation (e.g. Essential hypertension: Psychophysiological studies on at-risk individuals). The title may not be longer than 150 characters including spaces.

The dissertation + 1st and 2nd page

Please produce according to the samples, whereby the layout must remain unchanged and is only supplemented by the doctoral candidate's details. The pagination begins with the table of contents (page 3 without dedication, page 5 with dedication) and is placed in the middle of the page (1.6 cm from the top edge of the paper).

If a dedication is included in the dissertation:

First page as sample 1

Second page as sample 2

Third page - dedication

Fourth page - blank page

Fifth page - table of contents

If no dedication is included in the dissertation:

First page as sample 1

Second page as sample 2

Third page - table of contents

The entire paper should be in Arial, 1.5 lines, justified and in font size 12. Only the main headings (1st German summary, 2nd publication etc.) above the chapters (not in the table of contents, there also in 12) should be written in 14 and bold. Legends 1.0 line, tables 1.0 line, paragraph marks between paragraphs (also in the bibliography, font size 12. The type area must leave 2.2 cm margins on the right and left, 3.2 cm at the top and 3.0 cm at the bottom. The typeface must be clear, even and deep black.

Structure

The dissertation must be clearly and logically structured in accordance with the conventions of scientific literature. To do this, download our sample "Monograph outline".

List of abbreviations

All abbreviations are listed here in alphabetical order. This main heading is not numbered. Examples of this can be found in the document "Monograph structure".

1. Introduction

The introduction should briefly present the literature relevant to the topic and lead to the research question of the paper. The research question must be clearly formulated. It must meet scientific standards and clearly

indicate the author's own contribution. If a literature review and analysis is the subject of the dissertation, the scientific value must be justified. If a causal or collective causal analysis is the subject of the dissertation, then its scientific value must also be presented; the mere description of disease progression is not sufficient.

2. Materials and methods

The methods used must be described in a comprehensible manner. If the dissertation is part of a larger project of a working group, the contribution of other investigators must be identified as such. In the case of medical record studies, especially retrospective studies, the scientific objective (comparison with own control group, comparison with results from the literature, review of diagnostic or prognostic criteria, etc.) must be clearly formulated.

3. Results

The results of your own investigations must be presented clearly and precisely, if necessary supplemented by tables and figures. Both tables and figures must be explained with legends and numbered consecutively. Tables and figures with their corresponding legends should be explainable/understandable on their own and detached from the overall text, be descriptive in character and not be shortened to mere headline length. When reproducing half-tone or color illustrations (e.g. morphological images), original photos or illustrations of comparable 1A quality are to be used in all copies of the dissertation. Quantitative studies must be subjected to suitable statistical analysis. Results from other investigators must be identified as such.

4. Discussion

In the discussion, the results of the doctoral candidate's own research should be critically discussed with reference to the research question and with regard to the current scientific literature. Conclusions should be drawn that demonstrate the value of the doctoral candidate's research with reference to the publications of other authors and the research question formulated at the beginning.

5. Summary

The summary briefly summarizes the entire work from the research question to the conclusions and must be comprehensible on its own. If possible, it should not exceed one page in length, but should never exceed two pages.

6. List of figures

All images are recorded here as follows:

Figure 1: Title 15

Examples of this can be found in the document "Monograph structure".

7. List of tables

All tables are recorded here as follows:

Table 1: Title 15

Examples of this can be found in the document "Monograph structure".

8. References

The bibliography is to be prepared alphabetically, not numbered!

1. Only works that are mentioned in the text are cited. Unpublished observations, personal communications and brochures from companies or similar are not eligible for citation; they can be mentioned in the text in brackets.

2. The citations are arranged in alphabetical order according to the authors' names. The type of citation must be uniform. It must include: Names of all authors of an article with all initials; title of the publication; journal or book title, including publisher if applicable; year of publication; volume; first and last page of the publication (please write out in full, e.g. 123-139, NOT: 123-39). Generally, no period is placed at the end of the references in the bibliography.

3. An author's name is followed by the first letter of the first name, or several letters if there are several first names, then a comma, the next author, etc. The last author is followed by a period and the complete title of the work. If more than 10 authors are listed, the list of authors should be abbreviated as follows: Author1, Author2, Author3, ..., Last author.

4. Journal articles are followed by the name of the journal, abbreviated according to the World Medical Periodicals (e.g. "Current Contents" published at regular intervals or available from various scientific publishers). The name of the journal is followed by the year of publication, then a semicolon. The volume is then mentioned with a colon. Finally, the first and last page of the article appear.

„World Medical Periodicals“ is an alphabetical list of medical and scientific journals with official abbreviations. The abbreviations can also be found in the NLM catalog under <https://ncbi.nlm.nih.gov/nlmcatalog>. Please search for the journal and use the "NLM Title Abbreviation". The abbreviations of the journals are not marked with a period.

5. In the case of book articles, the author's name and title (same spelling as for journal articles) are followed by a period, then "In": The editor(s) follow in the same spelling as the author's name in the article. The last editor is followed by "Hrsg." or "ed." or "eds." after a comma, then the book title. This is followed by the place of publication with a colon, then the publisher with a comma and the year of publication, followed by a colon and the first and last page of the cited article.

6. When citing an entire book, the author(s) and title are cited in the same way as for a journal article. This is followed by the place of publication with a colon, then the publisher, a comma and the year of publication.

7. If an author or a group of authors appears with more than one publication in a publication year, a small letter is added to the publication year according to the order of publication - starting with a - in order to avoid citation confusion, e.g. (1993 a), (1993 b), etc.

8. The citation of a dissertation depends on whether the work is available online. In this case, follow the guidelines for internet references. If it is available as a library version, then according to the following scheme: Author, dissertation from the Faculty of the University of ... (year)

9. The following applies to Internet citations:

Author of the page, year: Title. Path (access date: xx.xx.xxxx)

Usually

is the author of the website "publisher" (e.g. Federal Statistical Office). If no "publication date" is specified on the website itself, the current year is specified. The complete path ("URL") is given as the place of publication, so to speak. It is necessary to specify the access date, as websites are updated from time to time or, in the worst case, are no longer available.

10. For online and open source articles, please state the volume and the article ID, as well as the electronic page numbers.

Examples

Fischer K, Poschmann A. Erythrocytic ABH-recetors in leukemia. in: Götz H, Bücherl ES, Hrsg. Applied Tumor Immunology. Berlin - New York: Walter de Gruyter, 1975: 185-194

Langlotz M. Lumbale Myelographie mit wasserlöslichen Kontrastmitteln. Stuttgart - New York: Thieme, 1980

Staab HJ, Hornung A, Anderer FA, Kieninger G. Klinische Bedeutung des zirkulierenden tumorassozierten Antigens CA 19-9. Dtsch Med Wschr 1984; 109: 141-147

Colligris P, Perez de Lara MJ, Colligris B, Pintor J. Ocular Manifestations of Alzheimer's and Other Neurodegenerative Diseases: The Prospect of the Eye as a Tool for the Early Diagnosis of Alzheimer's Disease. J Ophthalmol 2018; 2018: 8538573.

Literature citations in the text

In all sections of the dissertation, the publications of all authors considered must be carefully cited. The following should be noted in detail:

1. Citations are made exclusively by naming the author(s) and adding the year of publication of the publication in question. First names are not mentioned.
2. If a publication has more than two authors, only the first author is cited with the addition "et al.". If there are two authors, both are cited, separated by "and".
3. If several publications are cited at the same time, the order of the citations is defined according to the alphabet, in the case of identical names according to the year of publication.
4. Literature citations are either incorporated into whole sentences (e.g. Staab et al. (1984) document...) or inserted in brackets at the end of a sentence (Fischer and Poschmann, 1975; Langlotz, 1980; Müller et al., 1990a, 1990b; Staab et al., 1984).

Please NO periods at the end, no staples, no numbering at the beginning and no bold names or similar!

Further information on the citation style can be found on the following homepage: https://ecampus.uni-bonn.de/goto_ecampus_cat_277341.html

Citavi 7: "Documents" > "Citavi 7" > "Custom Citation Styles".

The style should then appear under the styles you added in Citavi under "Citation" > "Citation Styles".

Citavi 6: "My PC" > 'Search' > "Citavi 6" > "Bonn Citation Style" in all existing folders under Custom.

9. Statement on personal contributions

In the declaration of personal contribution, you must make transparent what your personal scientific contribution was and which contributions, if any, were made by others (e.g. which data material was shared; whether you used data that was generated and elaborated by others, etc.). The following overarching points should be addressed: Planning of the scientific work, data collection, evaluation, interpretation. Please note that the more detailed information provided here should in principle be consistent with the information provided in any corresponding publications ("Contributions").

10. Publications

Reference is made here to publications resulting from the dissertation. Please only list articles that have already been published and accepted for publication with full details of the citation (see organization of the bibliography). Publications by the author that are not directly related to the dissertation should not be listed

here. Please note: If publications have appeared or been accepted as part of your dissertation between the review and publication of the dissertation, these changes must be included in the dissertation.

11. Acknowledgments

Your acknowledgements will be inserted here if required. If you do not wish to insert an acknowledgement, skip this point.

12. Curriculum vitae

The curriculum vitae in tabular form should briefly and concisely (approx. 1-2 pages) describe your professional career. Parents' occupations or siblings should not be included. Likewise, no date should be written under the CV.

Further information

Tables and figures

The table caption is written ABOVE, the figure caption below. Please use the abbreviation "Tab. 1:" or "Fig. 1:" and format them in bold. The selected font sizes in tables and figures must ensure good legibility. A minimum font size of 8 points should be used, for example for axis labels.

General notes

If investigations have been carried out on humans, the thesis must contain a statement that the investigations were carried out on the basis of the revised Declaration of Helsinki of the World Medical Association (1983) and the corresponding legal basis. If studies have been carried out on animals, a statement on the experimental authorization must be included.

Use of AI tools (generative language models)

The university is currently developing its own guidelines for dealing with generative AI models. Until it is finalized, please refer to the current statement of the German Research Foundation (DFG) (link at the end of this paragraph). The statement serves as an orientation for the handling of generative models, the use of which requires certain binding framework conditions in order to ensure good scientific practice and the quality of scientific results. The models used and how they are handled must also be explained in the declaration of own contribution. <http://www.dfg.de/resource/blob/289674/230921-stellungnahme-praesidium-ki-ai.pdf>

As a rule, the dissertation should not exceed 100 pages (each 35 lines with 65 characters). Technical terms must be used correctly in terms of content and form, and defined if necessary. They are to be written orthographically consistent within the dissertation, e.g. C and K spelling (lymphocyte, carcinoma, photography, or: lymphocyte, carcinoma, photography). German-English mixed terms should be avoided. Abbreviations must comply with the international standard and be explained. The correct terms should be used for quantitative data (e.g. mg/kg body weight, mmHg, mmol/l).

If the supervisor or co-supervisor points out errors that need to be corrected, the doctoral candidate must make the corrections. In the case of major changes, the revised dissertation should be resubmitted to the supervisor or co-supervisor.

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Please make sure that there is always a space between the number and the unit of measurement: 10 %, 11 cm, 12 mmMol etc. etc. In addition, no footnotes are desired. Please remember that the English notation of decimal numbers (comma) differs from the German notation when you transfer data from English (point).

Before you submit the dissertation with the required documents to the doctoral office, you can send the completed dissertation as a Word document to the doctoral committee for a one-off form check. Please send the

Word document to your contact person:

Last name A-N: promotionsbuero.medfak@ukbonn.de

Last name O-Z: promotionsbuero@ukbonn.de