



UNIVERSITY OF LATVIA
**FACULTY OF BUSINESS,
MANAGEMENT
AND ECONOMICS**

Approved
at the meeting of the Doctoral Council in
Economics and Business
on February 11, 2021
Protocol No. 22-26/2

Approved
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Protocol No.22-2/5

UNIVERSITY OF LATVIA
FACULTY OF BUSINESS, MANAGEMENT AND
ECONOMICS

METHODOLOGICAL GUIDELINES
FOR THE TECHNICAL DESIGN OF
DOCTORAL THESIS (DISSERTATION)

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1. General Terms

1.1. These guidelines determine requirements for the development of a Doctoral Thesis for the students (hereinafter - degree applicants) of the doctoral study programme “Economics and Business” of the Faculty of Business, Management and Economics of the University of Latvia (hereinafter – UL FBME).

1.2. The methodological guidelines have been developed in compliance with the Law on Higher Education Institutions, the Law on Scientific Activity, the regulations of the Cabinet of Ministers, the Constitution of the University of Latvia and the requirements of other regulatory enactments of the University of Latvia.

2. The Requirements for the Doctoral Thesis and its Acceptance

2.1. In the doctoral study programme “Economics and Business”, the Doctoral thesis is an independent scientific research work, which contains novelty and provides new insights into economics and business, using qualitative and quantitative research methods.

2.2. In the doctoral study programme “Economics and Business”, the Doctoral thesis is defended at the Promotional Council of Economics and Business of the University of Latvia. The Council accepts Doctoral thesis for the defence from individuals who have successfully completed their studies in the accredited doctoral study programme “Economics and Business” at the UL FBME or in another accredited doctoral programme in the relevant field in a Latvian / foreign university, which is acknowledged as an equivalent to the doctoral study programme “Economics and Business” by the Council of the UL FBME or the Council of the Faculty of Pedagogy, Psychology and Art.

3. The Scope of the Doctoral Thesis

3.1. The Doctoral thesis in the doctoral study programme “Economics and Business” can be prepared in all sub-sectors of the field “Economics and Business”.

3.2. The recommended number of pages of the Doctoral thesis is from 130 to 170 without the annexes (font size 12, interval – 1.5). The research results presented in the Doctoral thesis should be published in at least five scientific papers published or accepted for the publication in scientific peer-reviewed (anonymously) journals, internationally available in repositories of scientific information and cited in internationally available databases; at least three scientific papers should be published.

3.3. The Doctoral thesis requires a summary according to the procedures of the University of Latvia.

4. Structure of the Doctoral Thesis

4.1. The Doctoral thesis should affirm the scientific and professional qualification of the degree applicant. The Doctoral thesis should contain evaluation of the existing research on the chosen topic, substantiation of the theory and methods used, comprehensive analysis and interpretation of the obtained results, substantiation of the conclusions, and the recommendations.

4.2. The structure of the Doctoral thesis is as follows:

- title page (a sample title page in Latvian can be found in Annex 1, in English - in Annex 2);
- table of contents;
- list of abbreviations used in the work (if necessary);
- list of tables and figures;
- summary of the work, indicating keywords;
- introduction;
- main part - outline of the topic by chapters and subchapters;
- conclusions and recommendations;
- bibliography;
- acknowledgements (at the doctoral student's choice);
- annexes (if required).

The introduction of the Doctoral thesis contains a justification of the topicality of the chosen topic; the object and subject of the Doctoral thesis; the aim and tasks of the dissertation; hypothesis (es); research questions (if necessary); theses for defence; the methods used in the research; the scientific novelty of the Doctoral thesis; the practical novelty of the Doctoral thesis; research restrictions (if necessary); justification of the thesis structure; a description of the scope of the Doctoral thesis; approbation of research results (scientific papers of the author of the Doctoral thesis, participation with reports in scientific conferences etc.).

The main part of the Doctoral thesis usually consists of 3 to 4 chapters (approximately equal in terms of the length), which can be divided into subchapters. The structure of the Doctoral thesis may differ depending on the topic of the dissertation and the intentions of the degree applicant. The Doctoral thesis provides the theoretical basis of the research, the developed research design, the substantiated research methodology, as well as the performed research, the obtained results and their interpretation.

5. Technical Design of the Dissertation

5.1. Bibliography:

- 5.1.1. the bibliography (the literature and the list of sources) should include only the sources which have been used in the development of the Doctoral thesis, including e-resources and texts of anonymous authors;
- 5.1.2. the bibliography is prepared in accordance with the internationally and in Latvia accepted bibliographic standards, for example, APA, Harvard, Chicago, MLA, etc.; the standard (style) must be the same throughout the thesis;
- 5.1.3. the sources of literature in different languages should be arranged in a single list, first placing the sources in the order of the Latin alphabet, then - in the order of other alphabets;
- 5.1.4. for Internet resources, the name of the source and the holder of the relevant website, as well as the address of the website, from which the information was obtained, should be indicated. The Internet address should be provided in full, including the date on which the information was obtained. All listed sources should be publicly available or searchable.

5.2. References:

- 5.2.1. in the references of the Doctoral thesis the APA style approach can be used (at the bottom of the relevant page, indicating the author's surname and initials, year, title, place of publication, publisher, page), or the author and year reference approach (in brackets author's (or authors') surname (s), year of publication, and, if necessary, the page of the reference);
- 5.2.2. references to personal communication are mentioned in the thesis without any reference in the bibliography;
- 5.2.3. if several papers of one author are cited, the papers should be arranged according to the year of publication, starting with the oldest publications. If a paper has co-authors, then the paper without co-authors is indicated as the first, then the paper with the co-authors is indicated in the alphabet order according to the surname of the other author. If one author has published two papers in one year, an additional notation is used, for example (Smith, 2020a, 2020b);
- 5.2.4. in case, the author is mentioned in the text, but the paper is not cited, only the year of publication is indicated in brackets, for example, "... Kalniņa (2019) has acknowledged that ...". If two consecutive authors have the same surname but different names, then the papers are arranged in alphabetical order of the letter of the name. In that case, the first letters of the names of these authors should be mentioned in the references. If there are more than two authors, only the first author is mentioned and the abbreviation "et.al." is used, e.g., (Smith et.al., 2020);

5.2.5. in case the author is not indicated in the work, the publishing organization or its acronym shall be mentioned in the reference, for example, (Ministry of Education and Science, 2021) or (OECD, 2021);

5.2.6. in case the publication date is not indicated for the publication or it is not possible to determine it, then the abbreviation n.d. is used instead of the year, for example, (National Centre for Education, n.d.).

5.3. Text format:

5.3.1. The text part of the Doctoral thesis is formatted in computer typesetting on standard size pages (format A4-210-297). Font size is 12 points, the font *Times New Roman*, chapter headings font size – 14 points, line spacing – 1,5. Page margins: 3 cm from the left, 2 cm from the top and bottom and 1 from the right;

5.3.2. In the outline of the text, a new paragraph begins with a 1 cm indent. Each chapter should start on a new page. The titles of the chapters are written in capital letters, and the titles of the subchapters are written in *bold* lower case letters. For each chapter, the title should be numbered, the number of the sub-chapters should involve the chapter number and the subchapter serial number (for example, 1.1, 1.2, 1.3, etc.). Tables, figures and formulas are also numbered within chapters. One row should be left before and after the title. The pages are numbered at the bottom of the page (centred) with Arabic numerals.

5.4. Tables, figures and formulas:

5.4.1. tables, figures and formulas are usually placed centred as close as possible to where they are mentioned in the text. If the table or image occupies the entire page, it should match the size of the text block (the margin size should be maintained);

5.4.2. tables and figures are numbered in ascending order according to the numbering of the sections (1.1.; 1.2.; 1.3.; 2.1.; 2.2., etc.). In the summary, each table and figure has its own unique number, there cannot be two tables or two figures with the same number;

5.4.3. the numbering and title of the table should be placed above the table, and its text format should be uniform throughout the Doctoral thesis, for example, the title of the table written in bold, centred, font size - 12 points (Table 1.1. **Table title centred**); the title of the table should be understandable even without reading the text and, if possible, should answer the questions what? where? when?;

5.4.4. if the table does not fit to one page, it should be continued on the next page, indicating the table number and adding the word "continued";

5.4.5. all graphs, drawings, diagrams, photographs placed in the Doctoral thesis are considered as Figures. The numbering and title of the figures should be placed below the figures, and its text format should be uniform throughout the Doctoral thesis and, accordingly, in the

summary of the thesis; for example, the title of the figure is in bold, centred, font size - 12 points (Figure 1.1. **Figure title centred**); the title of the should be understandable even without reading the text and, if possible, should answer the questions what? where? when? Copied figures are not allowed. All images should be designed in accordance with uniform design requirements.

- 5.4.6. in case of the landscape oriented page, tables and figures are placed horizontally on the page so that the top of the table or figure is on the left side in the binding. The titles of the tables and figures in this case should be oriented along the longest edge of the page;
- 5.4.7. the text of the formula should be written on a separate line, centred. Formulas should be numbered by the serial numbers in brackets opposite the formula on the right side of the page. The size of the letters, numbers and symbols corresponds to the body text. The units of measurement of the indicators included in the formulas should be written after their names or the numerical values given in the text; explanations of the symbols used in the formulas should be written below the formula (each symbol on its own line);
- 5.4.8. if the information contained in the table or figure or the formula written in the text has been taken from a relevant source, the reference to the source is compulsory. The reference should be written in the title of the table or directly below the table, in the title of the figure or in the indication of the relevant formula.

Annex 1. A Sample Title Page of the the Doctoral Thesis in Latvian



BIZNESA, VADĪBAS UN EKONOMIKAS FAKULTĀTE

VĀRDS UZVĀRDS

PROMOCIJAS DARBA NOSAUKUMS

PROMOCIJAS DARBS

Zinātniskā doktora grāda zinātnes doktors (*Ph.D.*) Ekonomikā un uzņēmējdarbībā iegūšanai

Darba zinātniskais vadītājs: _____

Rīga, 202X

Annex 2. A Sample Title Page of the the Doctoral Thesis in English



**UNIVERSITY
OF LATVIA**

FACULTY OF BUSINESS, MANAGEMENT AND ECONOMICS

NAME SURNAME

TITLE

DOCTORAL THESIS

Submitted for the Scientific Doctor's Degree (*Ph.D.*) in Economics and Business

Supervisor: _____

Riga, 202X