

# White Rose University Consortium: College of Arts and Humanities

## Arts and Humanities Research Culture in France

### Academia

#### PhD Structure

The [guide is available for download](#) (only in French).  
The link to the PDF file can be found at the bottom of the page just before the two video clips.



#### *Title Page*

- the name of the institution, the Doctoral Department, and, in the case of joint international supervision, the names of each of the supervising institutions
- the type of PhD
- the discipline of the PhD
- the name of the author (surname in upper case, first name(s) in lower case); for example: Blandine HONSTEIN
- the title of the thesis
- the name(s) of the supervisor(s) of the project (surname in upper case, first name(s) in lower case); if there are two supervisors the main supervisor should be indicated first and, in the case of *cotutelle* (joint supervision), the names of the two supervisors should be separated by forward slash (/); for example: Directeur de thèse : Christian CHATILLON/Jean LAGRUT
- the date of the viva
- the names of the members of the examination panel (surnames in upper case, first name(s) in lower case), for example: M. Jean DUFFAR Président

#### *Front matter, preliminaries*

- the abstract of the thesis in French (minimum 1700 characters including spaces), which should be precise and allow the reader to understand the subject of the thesis; it is distinct from the extensive summary required in the case of joint supervision theses (see below)
- the title of the project in English
- the abstract of the thesis in English (minimum 1700 characters including spaces)
- key words in French
- key words in English
- the address of the research unit or laboratory at which the thesis was written
- in the case of joint international PhD theses which are not written in French an additional, extensive summary is required.

## *Contents*

The table of contents should be placed after the title page and the preliminaries. All documents attached as an annexe should be indicated at the end of the table of contents. Any additional lists of illustrations should follow the main contents.

## *Body*

The body of the thesis should be divided in a hierarchical manner into chapters, subchapters and paragraphs. Footnotes should be generated automatically and any quotations should respect the copyright guidelines.

## *Sources*

- primary sources (for example, archival material) which are referenced in the text
- secondary sources: additional documents which are included in the bibliography

The bibliography should be edited in a clear, coherent manner conforming to the style and guidelines of the discipline.

## *Annexe*

Any documents included in the annexe to the thesis must be indicated at the end of the table of contents.

## *Index*

A general or thematic index, if it is included in the thesis, must be generated automatically.

## *Page Numbers*

The pages should be numbered – the title page being the first page of the project. Any annexes, maps and illustrations should also be included within the numbered pages.

The text of the thesis should be in font not smaller than 12 and must be justified. The margins should be at least 2.5cm (left and right), 1.5 cm (top) and 2 cm (bottom).

Several universities recommend using editing software developed by [Université de Lyon 2](http://www.univ-lyon2.fr). The software is installed as a plug-in to word processor and allows users to create style-specific document. The software is compatible with Windows 97 and all newer Windows, Mac OS X and OS 9 and Open Office operating systems.



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