

Approved by the decision of the Presidium of the Supreme Attestation Commission under the President of the Republic of Azerbaijan dated October 29, 2019, additions and changes were made by the decision dated May 7, 2021.

DISSERTATION PROCEDURE

Requirements

1. General provisions

- 1.1. The “Requirements for compiling a dissertation” (hereinafter - the Requirements) were prepared in accordance with clause 3.13 of the “Regulations on the Procedure for Awarding Academic Degrees” approved by the Decree of the President of the Republic of Azerbaijan No. 728 dated June 11, 2019.
- 1.2. The text of the dissertation is in A4 format, with a blank space of 30 mm on the left, 10 mm on the right, 20 mm on the top and bottom, in Latin, Azerbaijani, Cyrillic and English (US). It is written in Times New Roman 14 font in black with an interval of 1.5 lines.
- 1.3. The names of the structural units of the dissertation are written in capital letters in bold.
- 1.4. In the dissertation, pictures, tables, graphs can be submitted in colour, A3 (297 mm x 420 mm) format, and each page in A3 format is considered as one page.
- 1.5. The title page of the dissertation is not numbered, the next page is numbered "2", and all other pages (structural sections of the dissertation, including the list of references, appendices) are consecutively numbered with Arabic numerals.
- 1.6. The serial number of the dissertation pages is written at the bottom of each page, to the right of the blank space.
- 1.7. If the dissertation is multi-volume, each volume must have a separate title page and other pages must be numbered in accordance with the requirements of clause 1.5 of this Regulation.
- 1.8. The dissertation for the degree of Doctor of Philosophy must be in A4 format, two hundred to two hundred and forty thousand characters (excluding spaces and figures in the text, tables, graphs, appendices and bibliography). The dissertation for the degree of Doctor of Sciences must be in A4 format, four hundred to four hundred and forty thousand characters (excluding spaces and pictures in the text, tables, graphs, appendices and bibliography). The volume of dissertation in the humanities can be up to twenty percent more, and in the exact and natural sciences-up to twenty percent less.
- 1.9. If it is not possible to determine the exact number of characters written on one page of the dissertation by computer, the text written on one page is equal to two thousand characters.
- 1.10. Citations used in the dissertation are given in italics using quotation marks.
- 1.11. When writing a dissertation, the applicant must refer to the sources and authors of the materials used. After the reference in the text, the number of the work in the bibliography, volume (for multi-volume works) and the corresponding page (s) are mentioned in square brackets. For example, [54, p.162], [155, c.2, p.82-83], [54, p.162; p.23], and so on.

- 1.12. It is recommended that the text of the dissertation refer to the work in which each result obtained by the applicant is published.
- 1.13. The text of the dissertation is printed on a sheet of white paper in the format 80 g / m² A4 (210 mm x 297 mm).
- 1.14. All information in the text of the dissertation should be clearly visible.
- 1.15. The dissertation is bound and presented in a hard cover.

2. The structure of the dissertation

When compiling the dissertation, the following sequence should be followed in its structure:

- Title page;

- Contents;

- Introduction;

- The main content of the dissertation (chapter, article, paragraph);

- Result;

- Bibliography;

- Appendices;

- List of abbreviations and symbols (if given in the dissertation).

2.1. Title page

The title page of the dissertation is compiled in accordance with the appendices to the "Instruction on the establishment and organization of the activities of dissertation councils" (Annex 1.3 and Annex 1.3.1).

2.2. Table of Contents

- 2.2.1. In the table of contents, the word "table of contents" is indicated as a title and is not numbered.
- 2.2.2. The table of contents contains the names of the structural units of the dissertation and their first page numbers.
- 2.2.3. In multi-volume dissertations, the table of contents is given in the first volume.
- 2.2.4. The names of the structural units of the dissertation in the table of contents must be the same as the names in the text.

2.3. Introduction

2.3.1. In the introduction, the word "Introduction" is given as a title and is not numbered.

2.3.2. In the introduction of the dissertation, the following subheadings should be written in bold and start with an indentation:

- Relevance of the topic and the distinctness;
- Object and subject of the research;
- Goals and objectives of dissertation;
- Research methods;
- The main provisions of the defense;
- Scientific novelty of the research;
- Theoretical and practical significance of the research;
- Approbation and application;
- Name of the organization where the dissertation work is carried out;
- The total volume of the dissertation with a sign, indicating the volume of the structural units of the dissertation separately.

2.4. The main content of the dissertation (chapters, articles, paragraphs)

2.4.1. The main content of the dissertation is divided into chapters and articles. The articles of the dissertation can also be divided into paragraphs.

2.4.2. Each chapter of the dissertation is numbered in Roman numerals. For example, Chapter I; Chapter II and so on.

2.4.3. The chapters of the dissertation should start from a new page.

2.4.4. Within the chapters, the articles are numbered consecutively with Arabic numerals. The article number consists of the number of the chapter and the article separated by a full stop. A full stop is placed at the end of the number. For example, 2.5. -the second chapter fifth article.

2.4.5. When there are paragraphs within an article, they are numbered consecutively in Arabic numerals. The paragraph number consists of the number of the chapter, article and paragraph separated by a full stop. A full stop is placed at the end of the number. For example, 2.5.1. -the first paragraph of the fifth article of the second chapter.

2.4.6. Chapter titles are separated from the text by three spaces, and article titles are separated from the text by two spaces.

2.4.7. The titles of the chapters should be written in the text symmetrically, in capital letters, in bold, and the titles of the articles should be indented and written in bold with lowercase letters (except for the first letter).

2.4.8. It is not allowed to divide words into syllables and hyphenate them in the chapter titles. Chapter and article titles are not underlined and do not end with a full stop.

2.4.9. When chapter and article titles consist of two or more sentences, a full stop is placed between them.

2.5. The result

- 2.5.1. In the result section, the word "Result" is written as a heading and is not numbered.
- 2.5.2. In the result section the importance of main scientific innovations must be substantiated by indicating them.
- 2.5.3. The dissertation of practical importance should contain information on the practical application of the scientific results obtained by the applicant, and the dissertation of theoretical significance should contain recommendations on the use of scientific results.

2.6. Bibliography

- 2.6.1. In the bibliography part, the word "Bibliography" is displayed as a heading and is not numbered.
- 2.6.2. In the bibliography part, first in the Azerbaijani language, then the sources in Turkish, Russian, English, French, German, Arabic, etc. are arranged in alphabetical order for each language and numbered sequentially.
- 2.6.3. The literature published in the last 10 years should be included in bibliography.
- 2.6.4. Bibliographic information is given in alphabetical order by the author's surname, name, patronymic or the name of the publication.
- 2.6.5. The following symbols are used in the bibliographic description of the sources used in the dissertation:
 - . full stop
 - , comma
 - hyphen

 - hyphen

 - : colon

 - / slash

 - // double slash

 - () brackets

 - [] square brackets
- 2.6.6. The bibliographic description of the literature in bibliography is compiled in accordance with the examples provided for Annex 4.1 to this Regulation.

2.7. Appendices

- 2.7.1. In the appendices, the word "Appendices" is displayed as a heading and is not numbered.
- 2.7.2. Appendices should be paged as a continuation of the general work.
- 2.7.3. Appendices can also be given in the form of an independent volume. In this case they must have a cover page and must be numbered separately.

- 2.7.4. Appendices are written in Times New Roman 12 font with 1.0 line spacing.
- 2.7.5. All appendices should be referred to in the text of the dissertation.

2.8. Figures

- 2.8.1. Figures can be given in the place of the first reference in the text of the dissertation, on the next page or in appendices.
- 2.8.2. The figures should be placed in such a way that they can be easily viewed without turning the dissertation or rotating it clockwise.
- 2.8.3. In the dissertation the figures are numbered sequentially.
- 2.8.4. If there is a figure in the dissertation, it is not numbered. The word "Figure" and its name are written.
- 2.8.5. The word "figure", its number and name are written under the picture. The word "figure" and its name are written in lowercase (except for the first letter), in bold and are not underlined. The number of figures consists of a series of chapter, article and figure separated by a period. For example, Figure 1.2.3 is the third image in the second article of the first chapter.
- 2.8.6. The figures included in the dissertation must be of high quality.
- 2.8.7. Computer graphics and original photos can be used in dissertation.
- 2.8.8. Photos smaller than A4 should be pasted on a standard white sheet of paper.
- 2.8.9. Non-standard sized images must fit in A4 format after folding.
- 2.8.10. Reference should be made to each of the figures in the text of the dissertation.

2.9. Tables

- 2.9.1. Tables can be given on the first referred part of the dissertation, on the next page or in the appendices
- 2.9.2. Tables should be placed in such a way that it could be possible to read them easily without rotating or after clockwise rotation
- 2.9.3. Tables are numbered consecutively in the dissertation
- 2.9.4. If there is only one table in the dissertation, it is not numbered, the word "table" and its name are written
- 2.9.5. The word "table", its number and the name are placed above the table on the right corner of the paper. The word "table" and its name are written with lowercase letters (except first letter) in bold and should not be underlined. The number of tables consists of the consecutive numbers of chapters, paragraphs and formulas separated by full stop from one another. E.g. (1.2.3.)- the first table of the second paragraph of the third chapter
- 2.9.6. If the table is on more than one page, the word "table", its number and the name are shown once on the right side above the table. On the rest appropriate parts of the table the word "continuation" should be written. If there are several tables on the dissertation, then the word "table", its number and name are placed in front of the word "continuation". E.g: Table 1.2.3. Continuation

2.9.7. When dividing tables with a large number of rows and columns into several pages, the integrity of the rows should be expected

2.9.8. Each of the tables in the dissertation text should be referred

2.10. Diagrams

2.10.1. Diagrams can be given on the first referred part of the dissertation, on the next page or in the appendices

2.10.2. Diagrams should be placed in such a way that it could be possible to read them easily without rotating or after clockwise rotation

2.10.3. Diagrams are numbered consecutively in the dissertation

2.10.4. If there is only one diagram in the dissertation, it is not numbered, the word “table” and its name are written

2.10.5. The word “table”, its number and name are placed above the table on the right corner of paper. The word “diagram” and its name are written with lowercase letters (except first letter) in bold and should not be underlined. The number of diagrams consists of the consecutive numbers of chapters, paragraphs and formulas separated by full stop from one another. E.g. (1.2.3.)- the first diagram of the second paragraph of the third chapter

2.10.6. All the diagrams in the dissertation text should be referred

2.11. Formulas

2.11.1. If there are more than 1 formula in the dissertation, they are numbered consecutively

2.11.2. The number of formulas consists of the consecutive numbers of chapters paragraphs and formulas separated by points from one another

2.11.3. The number of formulas (equation) is written in parenthesis on the right hand of page at the same level: e.g. (3.1.2)- second formula of first paragraph of first chapter

2.11.4. The meaning of the symbols found in the formula(equation) and the explanation of the numerical coefficients are given in the text of the dissertation after the formula (equation) or directly under the formula (equation), taking into account the sequence of their placement in the formula (equation). The first line of the explanation should start with the word “here”. The meaning of each symbol and the explanation of the numerical coefficients are placed on a new line.

2.11.5. Formulas (equations) are separated from the text by intervals. One or in some special cases two intervals are kept above and below each formula. If the formula cannot be located on one line, it is followed by a new line after any of the symbols, such as equality(=), plus (+), subtraction (-), multiplication (x), or section (:). In this case, the corresponding character is rewritten at the beginning of the next line

2.12. Abbreviations and symbols

2.12.1. When uncommon abbreviations, symbols, specific terms, new signs are used in the dissertation, a list of relevant explanations is provided

2.12.2. The list is written in the form of a column, on the left side of the column are abbreviations in the alphabetical order, symbols, specific terms, signs and on the right side is its exact meaning and definition

2.12.3. The list is not compiled in the dissertation when special abbreviations, symbols specific terms, signs are repeated less than three times, their exact definition and meaning are given in the place where they have first been mentioned in the text.

Additional requirements for dissertations written and defended in English

1. If the dissertation is written in English, then 30% of it should be translated into Azerbaijani. 30% of dissertation work should be compiled according to the guidelines for writing a dissertation and should cover its whole content.
2. If the dissertation is defended in English language, then the presentation of researcher should be translated into Azerbaijani in a synchronic way.

REPUBLIC OF AZERBAIJAN

In the right of manuscript

(title of the dissertation)

Speciality: _____

(code and name of speciality)

Field of science: _____

Submitted to obtain a scientific degree

Doctor of Philosophy

DISSERTATION

Applicant: _____

(given name, patronymic, surname)

Supervisor: _____

(given name, patronymic, surname)

____ — ____
(city) (year)

Examples and bibliographic description form of used literature

№	Type of publication	Bibliographic description form	Examples
1	Multi-volume publications	<p>Author(surname, initials). The name of work: [pages numbers]/ Author initials, surname - city: press,- the number of pages.- the year of publication.-pages</p> <p>The name of work/ Editorial staff and others- city: press, - the number of pages- publication date. - pages</p>	<p>Əliyev, H.Ə. Müstəqilliyimiz əbədidir: [46 cildə] / H.Əliyev. – Bakı: Azərənəsr, – c. 45. – 2013. – 384 s.</p> <p>Azərbaycan Milli Ensiklopediyası / Red. hey. sədri İ.H.Əliyev. – Bakı: Azərbaycan Milli Ensiklopediyası Elmi Mərkəzi, – c. 8: Enollar – Fedin. – 2018. – 598 s.</p> <p>Большая Российская Энциклопедия: [в 35 томах]. – Москва: Большая российская энциклопедия, – т. 35. – 2017. – 799 с.</p> <p>Чехов, А.П. Полное собрание сочинений и писем: [в 30 томах] / А.П.Чехов. – Москва: Наука, – т. 18. – 1978. – 528 с.</p> <p>The New Encyclopaedia Britannica: [in 32 vol.] / ed. R.P.Gwinn. – 15th Edition. - Macropaedia: Knowledge in Depth, – vol. 29. – 1991. – 1121 p.</p> <p>Encyclopedia of social work: [in 4 vol.] / ed. L.E.Davis, T.Mizrahi. - Oxford: Oxford Univ. Press, – vol. 4. – 2011. – 564 p.</p>
2	Unauthorized publications	The name of work, editor, creator(initials, surname)- city: press- publication year- pages	<p>Azərbaycan folkloru: (məktəblilər üçün seçmələr) / tərt. ed. B.Abdulla – Bakı: Şərq-Qərb, – 2005. – 360 s.</p> <p>Информационные системы и технологии в экономике и управлении: учебник для бакалавров / Под ред. проф. В.В.Трофимова. – 3-е изд., перераб. и доп. – Москва: Юрайт, – 2012. – 522 с.</p>
3	Publications of up to four authors	Publications of one author:	Mehdiyev, R. Tariximizin xanlıqlar

		<p>Author(surname, initials). The name of work\ Author name (initials, surname)- city, press,- publication year- pages</p> <p>Publications of two or three authors:</p> <p>First author(surname, initials), the name of work, / Authors (initials, surname);- city, (if there are two cities, both should be mentioned): press- the date of publication- pages</p>	<p>dövrünün siyasi irsi sənədlər işığında / R.Mehdiyev. – Bakı: Şərq-Qərb, – 2019. – 232 s.</p> <p>İmanquliyeva, A. Məqalələr və tərcümələr / A.İmanquliyeva, tərt. ed., V.Cəfər. – Bakı: Bakı Çap Evi, – 2010. – 488 s.</p> <p>Nagiev, T.M. Coherent Synchronized Oxidation reactions by Hydrogen Peroxide. – Amsterdam: Elsevier, – 2007. – 340 p.</p> <p>Paşayev, A.M. Atmosfer proseslərinin fiziki əsasları. Dərslik. / A.M.Paşayev, H.İ.Quliyev, S.H.Səfərov – Bakı: Nafta-Press, – 2007. – 416 s.</p> <p>Мирзаджанзаде, А.Х. Физика нефтяного и газового пласта / А.Х. Мирзаджанзаде, И.М.Аметов, А.Г.Ковалев, – Москва; Ижевск: Институт компьютерных исследований, – 2005. – 280 с.</p>
4	Publications of more than four authors	<p>Publications of four or five authors:</p> <p>The name of work, initials and surnames of three authors [and others] – city: press, if no press [n.p], the date of publication-pages</p> <p>Publications of more than five authors:</p> <p>The name of work/ first author(initials, surname) [and others], city: press- the date of publication-pages</p>	<p>Elektron qurğularının əsasları: ali məktəblərin texniki ixtisaslarının tələbələri üçün dərslik / A.M.Paşayev, A.R.Həsənov, İ.Ə.İsgəndərov [və b.] – Bakı: Milli Aviasiya Akademiyası, – 2014. – 312 s.</p> <p>Mərkəzi Nəbatat bağının bələdçi kitabçası / O.V.İbadlı, Ü.M.Ağamirov, N.B.Hüseynova [və b.] . – Bakı: [n. y.], – 2003. – 56 s.</p> <p>İntellektual sistemlərin qurulma prinsipləri və layihələndirilməsi / R.Ə.Əliyev [və b.]. – Bakı: Nərgiz, – 2005. – 368 s</p>
5	Journal articles	<p>Author (surname, initials), The name of work- city: the name of journal – published date, pages number, journal number etc.</p>	<p>Həbibbəyli, İ.Ə. Maarifçilik və realizm // – Bakı: Azərbaycan Milli</p>

		<p>Journal articles of more than three authors:</p> <p>First author's surname and initials/ The name of work, initials and surnames of three authors[and others], // the name of journal-city:-the date of publication, the number of pages, the number of journal etc.</p>	<p>Elmlər Akademiyasının Xəbərləri, H umanitar elmlər seriyası, – 2018. №1, – s. 3-10.</p> <p>Huseynova, I.M. Photosynthetic characteristics and enzymatic antioxidant capacity of leaves from wheat cultivars exposed to drought // Biochimico et Biophysica Acta, – 2012, 1817 (8), – p. 1516-1523.</p> <p>Rüstəmov, Q.Ə. Vibrasiyalı kəsmə prosesində müqavimət momenti dəyişməsinin tədqiqi / Q.Ə.Rüstəmov, İ.A.Yolçuyev, Ə.T.Həzərhanov [və b.] // Milli Aviasiya Akademiyasının Elmi Əsərləri, – Bakı: – 2005. №1, – s. 80-86.</p> <p>Юсифзаде, Х.Б. Азербайджан – пионер отечественной морской геофизики / Х.Б.Юсифзаде, Ф.Г.Рагимханов, Д.Х.Бабаев [и др.] // Азербайджанское Нефтяное Хозяйство, – Баку: – 1982. №2, – с. 45.</p> <p>Aliyev, J.A. High-dose-rate interstitial brachytherapy for accelerated partial breast irradiation – trial results of Azerbaijan</p>
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			<p>National Center of Oncology / Jamil Aliyev, Isa Isayev, Kamal</p> <p>Akbarov [et al.] // Journal of Contemporary Brachytherapy, – 2017. Apr; 9.</p> <p>– p.106-111.</p>
6	Conference materials	<p>Author (surname, initials), the name of report, the name of conference,- city: the name of press- its date- published year etc.</p>	<p>Абдуллаев, С.К., Карамалиев, Н.Р. Весовые оценки сингулярных, слабо сингулярных интегралов, максимальных и дробно максимальных функций, ассоциированных обобщенным сдвигом // Труды IV Международного симпозиума «Ряды Фурье и их приложения», – Ростов-на-Дону: – 28 мая – 3 июня, – 2006, – с. 44-52.</p> <p>Gatys, L.A., Ecker, A.S., Bethge, M. Image style transfer using convolutional neural networks // IEEE Conference on Computer Vision and Pattern Recognition. Las Vegas, Nevada, USA, – 2016, – p. 2414-2423.</p>
7	Dissertations	<p>Author(surname, initials) The name of dissertation:/scientific degree by indicating the target scientific field, dissertation/ city, year, pages</p>	<p>Səfərov, E.S. Xəzər dənizinin səviyyə təərəddüdlərinin məsafədən zondlama üsulları ilə tədqiqi: / coğrafiya üzrə fəlsəfə doktoru dis. / – Bakı, 2018. – 151 s.</p>
8	Abstract of dissertation	<p>Author(surname, initials) The name of dissertation:/scientific degree by indicating the target scientific field, summary of dissertation / city, year, pages</p>	<p>Səfərov, E.S. Xəzər dənizinin səviyyə təərəddüdlərinin məsafədən zondlama üsulları ilə tədqiqi: / coğrafiya üzrə fəlsəfə doktoru dis. avtoreferatı. / – Bakı, 2018. – 26 s.</p>
9	Digital resources	<p>Author (surname, initials) The name of work or document: [digital</p>	<p>Меликов, А. Легенда о любви [Звукозапись] / – Баку, 1994. – CD-ROM.</p>

		resource]/ source-city. The date of publication, digital carriers (CD, DVD, audio cassette, digital book, video clip) or web source	<p>Azərbaycan etnik musiqisi: [Elektron resurs] / tərt. ed. T.Məmmədov və b.; Azərbaycan Respublikası Mədəniyyət və Turizm Nazirliyi. – Bakı, 2006. – DVD+; 13 sm.</p> <p>Gleason, E. A. Viewpoint: Soft Metal Gains Hulk-Like Strength: [Electronic resource] / Physics 12, 125. – November 11, 2019. URL: https://physics.aps.org/articles/v12/125</p>
10	Descriptive materials	Author (surname, initials) or the name of work [type of work]/ author (initials, surname); source – city: press- the date of publication-pages	<p>Azərbaycan - Ana Vətən [İzomaterial] / Kamil Nəcəfzadənin əsərlərinin sərgisi; Azərbaycan Rəssamlar İttifaqı. – Bakı: Azərbaycan, – 1992. – 15 s.</p>
11	Cartographic publications: Maps; Atlases	Author (surname, initials) if exists, the name of work [the type of publication] / scale - city: press-the date of publication-pages	<p>Azərbaycan Respublikasının Milli Atlası [Xəritə] / – Bakı: Bakı Kartoqrafiya fabriki, – 2014. – 444 s.</p> <p>Dünyanın fiziki xəritəsi [Xəritə] / 1:50 000 000 / – Bakı: Bakı Kartoqrafiya fabriki, – 2005. – 1 v.</p>
12	Notes	Author (surname, initials), if exists, the name of work [notes] Clavier, Full score, city: press, the date of publication.- pages	<p>Насібəyli, Ü. Leyli və Məcnun operası [Notlar]: / Klavir. – Bakı: İşıq, – 1984. – 240 s.</p> <p>Караев, К.А. Третья симфония для камерного оркестра [Ноты]: – Москва: Советский композитор, – 1968. – 110</p>
13	Patents	Author(surname, initials), the name, type and number of patent, country/ author(surname, initials) [and others]: press- the date of publication- number	<p>Səfərov, A.R., 1,4 – Butandiolun alınma üsulu, İxtira i2017 0005, Azərbaycan Respublikası / Əliyev A.M., Əliyev F.V., Mətiyev K.İ. [və b.].</p> <p>Курочкин, А.С., Схема сверхглубокой очистки энергетических масел и внутренних поверхностей маслонеполненного оборудования, Патент на полезную модель № 94173, Российская Федерация / Любимов А.Ф. – 2010.</p>
14	Normative-legal documents	The name of official document// the information about acceptance and changes- city: press- the date of publication and pages	<p>Azərbaycan Respublikasının Konstitusiyası // 12 noyabr 1995-ci ildə qəbul edilmişdir (24 avqust 2002-ci il tarixdə olan dəyişiklik və əlavələr). – Bakı: Qanun, – 2002, – 48 s.</p> <p>Международная конвенция об</p>

			охране нематериального культурного наследия // Организация Объединенных Наций по вопросам образования, науки и культуры. – Париж: ЮНЕСКО, – 2011. – VII, – 103 с.
15	Newspaper articles	Author (surname, initials). The name of paper \ the name of press, the date of publication etc.	Abdullayev, F. Azərbaycanı Respublikası Konstitusiyasının qəbul edilməsindən 24 il keçir // Respublika. – 2019, 9 noyabr. – s. 2.
16	Archive materials	The name of document, the name of archive, the number of fund, list, the work number and paper	Xarici İşlər naziri Məhəmməd Həsən Hacınskinin məruzəsi (Gəncə: 15 iyul 1918-ci il) // Azərbaycan Respublikası Dövlət Arxivı, Fond № 1061, siyahı №1, iş № 95, vərəq – 1.