**GUIDE FOR WRITING (OR FORMAT)**

**OF DOCTORAL THESIS, TOPICAL RESEARCH REPORT AND LITERATURE REVIEW**

Contents

[**CHAPTER 1 GENERAL PROVISIONS** 2](#_Toc144670605)

[1.1. Language and style 2](#_Toc144670606)

[1.2. Paper size 2](#_Toc144670607)

[1.3. Typography and font size 2](#_Toc144670608)

[1.4. Alignment 2](#_Toc144670609)

[1.5. Indentation, line spacing, paragraph spacing 3](#_Toc144670610)

[1.6. Record headers, footers, footer captions 3](#_Toc144670611)

[1.7. Pagination 3](#_Toc144670612)

[1.8. Chapters, sections, subsections 3](#_Toc144670613)

[1.9. Table 4](#_Toc144670614)

[1.10. Figures, diagrams, graphs 4](#_Toc144670615)

[1.11. Formulas, equations 4](#_Toc144670616)

[1.12. Symbols 4](#_Toc144670617)

[1.13. Abbreviations 5](#_Toc144670618)

[1.14. Units of measurement 5](#_Toc144670619)

[1.15. Citations and bibliography 5](#_Toc144670620)

[1.16. Printing 5](#_Toc144670621)

[1.17. Electronic version 6](#_Toc144670622)

[**CHAPTER 2 GUIDELINES FOR PRESENTING A DOCTORAL THESIS** 7](#_Toc144670623)

[2.1. Page limit 7](#_Toc144670624)

[2.2. Layout 7](#_Toc144670625)

[2.3. Main Cover Page 7](#_Toc144670626)

[2.4. Extra cover page (cover Page 2) 8](#_Toc144670627)

[2.5. Pledge of academic integrity 8](#_Toc144670628)

[2.6. Acknowledgments 8](#_Toc144670629)

[2.7. Summary and keywords 8](#_Toc144670630)

[2.8. Table of Contents 9](#_Toc144670631)

[2.9. List of abbreviations and List of symbols 9](#_Toc144670632)

[2.10. List of tables 9](#_Toc144670633)

[2.11. List of shapes and graphs 9](#_Toc144670634)

[2.12. Main part 9](#_Toc144670635)

[2.13. List of published works 10](#_Toc144670636)

[2.14. Bibliography (references) 10](#_Toc144670637)

[2.15. Appendix 10](#_Toc144670638)

[2.16. Procedural pages 10](#_Toc144670639)

**[CHAPTER 3 GUIDELINES FOR PRESENTING A SUMMARY OF A DOCTORAL THESIS](#_Toc144670640)** [12](#_Toc144670640)

[3.1. Limit the number of pages and the form of presentation 12](#_Toc144670641)

[3.2. Layout 12](#_Toc144670642)

[3.3. Cover 1 12](#_Toc144670643)

[3.4. Cover Page 2 13](#_Toc144670644)

[3.5. Main part 13](#_Toc144670645)

[3.6. List of published works 13](#_Toc144670646)

[**CHAPTER 4: GUIDELINES FOR WRITING THE RESEACH PROPOSAL OF THE DOCTORAL THESIS** 14](#_Toc144670647)

[4.1. Page Limit 14](#_Toc144670648)

[4.2. Layout 14](#_Toc144670649)

[4.3. Main Cover Page 14](#_Toc144670650)

[4.4. Sub-cover page 14](#_Toc144670651)

[4.5. Main part 15](#_Toc144670652)

[**CHAPTER 5 GUIDELINES FOR WRITING LITERATURE REVIEW** 16](#_Toc144670653)

[5.1. Page Limit 16](#_Toc144670654)

[5.2. Layout 16](#_Toc144670655)

[5.3. Main Cover Page 16](#_Toc144670656)

[5.4. Sub-cover page 16](#_Toc144670657)

[5.5. Main part 17](#_Toc144670658)

[**CHAPTER 6 GUIDELINES FOR WRITING TOPICAL RESEARCH REPORT** 18](#_Toc144670659)

[6.1. Page Limit 18](#_Toc144670660)

[6.2. Layout 18](#_Toc144670661)

[6.3. Main cover 18](#_Toc144670662)

[6.4. Extra cover 18](#_Toc144670663)

[6.5. Main part 19](#_Toc144670664)

**APPENDIX**

|  |  |
| --- | --- |
| MINISTRY OF EDUCATION AND TRAINING | **SOCIALIST REPUBLIC OF VIETNAM** |
| **NHA TRANG UNIVERSITY** | **Independence – Freedom – Happiness** |

**Guide for writing (or format)**

**of doctoral thesis, topical research report and literature review**

**for doctoral training at Nha Trang University**

# **CHAPTER 1 GENERAL PROVISIONS**

## 1.1. Language and style

- The language used in the thesis, thesis summary, research outline, overview essay (literature reivew), research topics of the thesis (hereinafter referred to as the report) is Vietnamese or English (for training programs in English, or programs where PhD students are encouraged to write in English and the compulsory contents are in English).

- Regarding phrasing: should be written according to the 3rd person principle (e.g. research conducted....., should not be written me or we conducted research.....).

- The report is presented in a scientific, clear, coherent, clean, reflective and coherent style; do not use slang, local words.

- Names of animals and plants .... must write the correct Latin name, italicized according to scientific regulations and practices.

- Uncommonly used specialized terminology of foreign origin that can be explained in a foreign language, enclosed in parentheses.

## 1.2. Paper size

- The report is presented in portrait length, on one side of A4 white paper (210 × 297 mm).

- In the case of a large horizontal table, it can be presented horizontally (landscape) of the page.

## 1.3. Typography and font size

- The main content in the report uses Times New Roman typeface, font size 13.

- Normal letter density, do not compress or stretch the spacing between letters.

- Font size on main cover, subcover, table, footer caption... according to separate regulations.

## 1.4. Alignment

- Top margin: 2 cm from the upper edge; Bottom margin: 2 cm from the bottom edge.

- Left margin: 3 cm from left edge; Right margin: 2 cm from the right edge.

- The text in the text is justified.

## 1.5. Indentation, line spacing, paragraph spacing

- Line spacing is 1.5 lines.

- Cases: cover pages, tables, figures, notes for tables, figures, bibliographies and appendices are only 1 line apart.

- The first line of each tab is 1 cm or 1.252 cm from the left margin.

- Between paragraphs (including sections and subsections) mode 6 pt above and 0 pt below.

## 1.6. Record headers, footers, footer captions

- Do not use headers in reports.

- Make the footer set to 1 cm.

- Limit the use of footnotes, only when absolutely necessary to explain terms or concepts... not popular or currently has different interpretations, font size 11.

## 1.7. Pagination

- Page numbers are typed in the middle, below each page.

- The pages at the beginning of the report (from the affidavit page to the summary of the thesis's new contributions) are numbered in Roman characters, starting from: iii, iv, v, vi ...

- The pages of the main part of the report are numbered in Arabic characters, starting from: 1, 2, 3, ....

- The pages in the Appendix section are not numbered or numbered according to their own notation system for easy tracking.

## 1.8. Chapters, sections, subsections

- Use Arabic numerals to number chapters, sections, and subsections.

- The first number of a section or subsection is the chapter number, e.g. 1.1. is section 1 of Chapter 1; 4.1.2.1. Subsection 1, Subsection 2, Section 1, Chapter 4.

- Use subsections up to level 4, e.g. 1.1.1.1.

- Each subsection group has a minimum of 2 subsections, e.g. there are 1.1.1. then there must be 1.1.2. follow.

- Chapter title capitalized, bold, centered, paper size, font size 14

- Section title, lowercase, bold, evenly aligned on both sides, no indentation, font size 13.

- After the section, the subsection does not use a period (.) or a 2-dot (:).

## 1.9. Table

- The tables are numbered in the order of the chapter, e.g. Table 1.2. is the 2nd table in Chapter 1.

- The title of the table is on the table, lowercase, bold, centered with the table, if the table is derived from the sources must be fully cited, the cited source is below the table, left-aligned, italicized, font size 11 or 12, and listed in the Bibliography (reference list).

- If the table is large, with a lot of figures, a smaller font size can be used (minimum size 11).

## 1.10. Figures, diagrams, graphs

- Images, drawings, graphs, charts, diagrams,... numbered by chapter number, e.g. Figure 2.4. is the 4th figure in Chapter 2.

- The title of the image is placed below the image, lowercase, bold, centered with the image; if images and graphs taken from reference sources must be fully cited, the cited source immediately follows the title and is listed in the Bibliography.

- The graphic quality of drawings, diagrams, graphs in the form of bitmap images must have a resolution of at least 300 DPI (dots-per-inch).

- The font size in diagrams and graphs must be proportionate to the size of the figure and the font size in the report.

## 1.11. Formulas, equations

- The presentation of formulas on a single or double line is arbitrary, but must be consistent throughout the report.

- The recipe is center-aligned.

- Need to use the Equation tool in MS. Word or other formulation tools such as MathType, Latex ...

- All formulas should be numbered and enclosed in parentheses placed on the right margin, numbered by chapter numbers similar to those for figures and tables. If a group of formulas carries the same number, these numbers are also enclosed in brackets, or each formula in the formula group (3.1) can be numbered as (3.1.1), (3.1.2), (3.1.3).

- Parameters used in formulas for italics, e.g.

  (3.1)

- The font size of formulas and equations must be equal to the font size of the contents of the report.

## 1.12. Symbols

- The symbol must be interpreted at first occurrence and must be listed in the symbol catalog, e.g. mass (W), sample number collected (n).

If necessary, the catalog of all symbols and their meanings should be listed and left at the beginning of the thesis.

## 1.13. Abbreviations

- The abbreviation must be explained at its first appearance and must be listed in the list of abbreviations, e.g. Biotechnology (Biotechnology), Aquaculture (NTTS), Vietnamese Standard (TCVN).

- Only abbreviate words, phrases or terms that are repeatedly used in reports, scientific terms, common, common terms for which abbreviations can be found on Google.

- Do not abuse abbreviations in reports or deliberately arbitrary abbreviations in theses and other reports for the purpose of reducing the duplication rate when checking plagiarism with similarity checking software. Do not abbreviate long phrases, clauses; Don't abbreviate phrases that rarely appear in reports.

## 1.14. Units of measurement

- The unit of measurement and its symbol according to the International System of Metrology (SI).

- Unit names and symbols must be presented in a uniform manner in the report.

- The unit symbol must be written in lowercase, vertical type, except for liter units (L), e.g. m, s, ...

- The unit of measurement is written 1 space away from the digit part, not continuous, e.g. 10 kg, 100 Pa, ...

- A quantity with decimal value, using a comma (,) as prescribed by Vietnamese must not be written with a period (.) unless the report is written in English, e.g. 245.12 mm (not written: 245.12 mm).

## 1.15. Citations and bibliography

Nha Trang University stipulates 2 types of citations including:

* Harvard-style citation attribution,
* Attribution of citations by numbering.

Which type of citation attribution to use depends on the area of expertise of each industry. The PhD student consistently uses one of the two types of citations mentioned above in the report.

All citations in the body of the report must be sourced in the bibliography (TLTK) and vice versa, all documents listed in the TLTK catalogue must be cited in the body.

Details on citations and rules for bibliography are specified in Decision 1263/QĐ-ĐHNT dated 30/9/2019 of the Rector on the promulgation of the Regulation on citation style and bibliography at Nha Trang University.

Use citation software: can use citation software and catalog reference materials such as Endnote, Zotero,... or other online citation aids.

## 1.16. Printing

- The report is printed in black and white or in 1-sided color on A4 size white paper.

- Images and drawings in color can be printed in color.

- For theses submitted to the Library after being edited in accordance with the requirements of the Doctoral Thesis Evaluation Council at the University level and certified by the Council, the main cover is red simili-wrapped cardboard printed with gold emulsion, stamped with information contents printed on the back of the neck in order from left to right, including:

+ Full name of the author (capitalized, bold, font size 12-16).

+ Name of topic (capitalized, bold, font size 11-13).

+ Year of implementation (capitalized, bold, font size 12-16).

## 1.17. Electronic version

- Used to submit to the Library and publish on the website of the Department of Graduate Education in accordance with the training regulations.

- Publish as PDF files.

- No changes in content and format compared to hard copy.

# **CHAPTER 2 GUIDELINES FOR PRESENTING A DOCTORAL THESIS**

## 2.1. Page limit

- The content of the PhD project is presented at least 80 pages and a maximum of 150 A4 pages (excluding appendices), of which at least 50% of the pages present the author's own research results and arguments.

## 2.2. Layout

- The layout of the doctoral thesis consists of 3 parts: the beginning, the main part and the end.

- The first part of the doctoral thesis includes:

+ Main cover.

+ Sub-cover.

+ Pledge of academic integrity

+ Acknowledgments.

+ Abstract, keywords

+ Table of contents.

+ List of symbols.

+ List of abbreviations.

+ List of tables.

+ List of shapes and graphs

+ Summarize the new contributions of the thesis.

- The main part of the doctoral thesis consists of the main contents of the thesis, presented in accordance with the provisions of Section 2.12.

- The last part of the thesis includes: list of references, list of published works related to the thesis, appendices (if any) and procedural pages.

- The number of chapters of each thesis usually consists of 05 chapters, detailed layout depending on each specialty and specific topic.

- Partial presentation, the above page is made in accordance with the provisions below.

## 2.3. Main Cover Page

- This page contains the following contents:

+ Ministry of Education and Training (capitalized, lowercase, font size 14, centered).

+ Nha Trang University (capitalized, bold, font size 14, centered).

+ Full name of the author (capitalized, bold, font size 14, centered).

+ Thesis name (capitalized, bold, font size 16, centered).

+ Doctoral thesis (capitalized, bold, font size 14, centered).

+ Khanh Hoa – year of implementation (capitalized, lowercase, font size 14, center).

- The above contents are presented in balance in paper size.

- See Form 1, Appendix 1.

## 2.4. Extra cover page (cover Page 2)

- This page contains the following contents:

+ Ministry of Education and Training (capitalized, lowercase, font size 14, centered).

+ Nha Trang University (capitalized, bold, font size 14, centered).

+ Logo of Nha Trang University

+ Full name of the author (capitalized, bold, font size 14, centered).

+ Thesis name (capitalized, bold, font size 16, centered).

+ Industry and training industry code (lowercase, bold, font size 14).

+ Doctoral thesis (capitalized, bold, font size 14, centered).

+ Science instructor (capitalized, lowercase, font size 14).

+ Khanh Hoa – year of implementation (capitalized, bold, font size 14, centered).

- The above contents are presented in balance in paper size.

- See Form 2, Appendix 1.

## 2.5. Pledge of academic integrity

- The author must have an assurance of the academic integrity of his scientific work.

- In case if the thesis is a part of the research project/topic but has not been reported for acceptance and at the request of the Instructor, it must be committed: I would like to commit that this thesis is completed based on my research results within the framework of the project/project "Name of project or name of scientific research topic". The project has the right to use the results of this thesis to serve the reporting objectives of the project/scientific topic.

- See Form 3, Appendix 1.

## 2.6. Acknowledgments

- Express the author's gratitude to individuals, organizations and units that have helped the author in the process of implementing the thesis.

- See Form 4, Appendix 1.

## 2.7. Summary and keywords

About 500-900 words for a doctoral thesis. The presentation summary includes 4 main contents (i) introduction to the research topic and objectives of the study; (ii) describe the main methods of the study; (iii) summarize the research results achieved, in particular stating new scientific and theoretical (or practical) contributions, new points drawn from the research results of the thesis; and (iv) key conclusions and recommendations (if any).

Keywords: List a minimum of 3 to no more than 6 keywords, do not use the words "of", "and", do not abbreviate, choose simple words that are relevant to the content of the report and are repeated several times in the report. Refrain from repeating words that already appear in the report title.

## 2.8. Table of Contents

- List in detail the sections of the thesis and the page numbers in the order in which they appear in the thesis.

- See Form 5, Appendix 1.

## 2.9. List of abbreviations and List of symbols

- List (in alphabetical order) the abbreviations and lists of symbols used in the thesis and the original phrase.

- In case of abbreviating phrases in a foreign language, it is necessary to write the original phrase in a foreign language and explain it in Vietnamese in parentheses.

- Do not list abbreviations or symbols of units of measurement.

- See Form 6.7, Appendix 1.

## 2.10. List of tables

- List the titles and corresponding pages of the tables in the order in which they appeared in the thesis.

- See Form 8, Appendix 1.

## 2.11. List of shapes and graphs

**-** List the titles and page numbers of the figures and graphs in the order in which they appear in the thesis.

- See Forms 9, 10, Appendix 1.

## 2.12. Main part

This section has a layout of the following sections and chapters:

- Introduction (or Introduction): brief introduction of the research work, reasons for choosing the research topic, objectives, objects, scope of research, methodology, scientific hypothesis, research questions, main content, scientific and practical significance of the thesis topic, novelty of the topic and structure of the thesis.

- Overview of the research problem: systematization of theory (if there is no separate chapter on theoretical basis); analyze and evaluate research works closely related to the thesis topic that have been published in domestic and abroad; Point out outstanding problems (reseach GAP), determine the objectives of the topic, the content that the thesis will focus on researching and solving.

- Theoretical basis and research methods, or Research materials and methods (possibly one or more chapters depending on the field/specialty and content of the thesis): presenting (systematizing) the theoretical basis, research models inherited or built or improved by themselves; research methods, description of experimental materials, research layout, experimental layout, information collection methods, methods of analysis of collected samples, methods of data processing. Survey sheets or experimental results need to be included in an appendix.

- Research and discussion results (one or more chapters): presenting theoretical and/or empirical results and results of application; analyze, comment on results, compare and contrast with other relevant research works and state limitations or unresolved issues (if any). This is the main part with a large weight in the main content of the thesis.

- Conclusions and recommendations (conclusions and recommendations): presentation of new findings, conclusions drawn from research results; recommendations, recommendations from research results or proposals on management methods or implications (for the field of management/management), ways to overcome limited problems (if any); In addition, PhD students can also point out further research directions if they are allowed to continue their research work.

## 2.13. List of published works

- List published articles and works of PhD students related to the research results of the thesis topic in chronological order of publication (together with the written consent of the co-authors (if any) in the procedural pages in Section 2.16).

## 2.14. Bibliography (references)

The list of references shall comply with the provisions of Decision No. 1263/QĐ-ĐHNT dated 30/9/2019 of the Rector on the promulgation of the Regulation on citation style and bibliography of references at Nha Trang University.

## 2.15. Appendix

- This section presents figures, forms, images, etc. to illustrate and supplement the main part of the thesis.

- On the first page of this section there is a list of appendices and corresponding page numbers.

- Since the appendix is not part of the main part of the thesis, the page numbering of the appendix must be done by separate convention or renumbered from scratch (from the number 1). For theses with two or more Appendices, the Appendices must be numbered in digits. The word "Appendix" and its sequence number must be presented in a separate line, centered, lowercase, font size 14, and bold vertical typeface. The Appendix name (if any) is presented center-aligned, lowercase, font size 14, bold vertical typeface.

## 2.16. Procedural pages

- Include texts in order:

+ Written consent of co-authors: If the thesis is a scientific work or a part of a scientific work of a collective in which the author contributes the main part, written opinions of members of that collective must be presented agreeing to allow the author to use this work in the thesis.

*(the following texts are supplemented when finalizing the thesis for submission to the Library)*

+ Decide on the establishment of the University-level thesis evaluation council and the list of members of the council.

+ Comments of all Council members.

+ A summary of comments of scientists on the reading of the summary of the doctoral thesis prepared and signed by the Secretary of the Council.

+ Minutes and resolutions of the University-level thesis evaluation council.

+ An explanation for editing the doctoral thesis shall be made by the PhD student at the request and conclusion of the University-level Thesis Evaluation Council, certified by the Chairman of the Council.

+ Certificate that the thesis has been checked for the degree of duplication of the thesis (according to the form)

- No page numbering in this section.

# **CHAPTER 3 GUIDELINES FOR PRESENTING A SUMMARY OF A DOCTORAL THESIS**

## 3.1. Limit the number of pages and the form of presentation

- The summary of the doctoral thesis is presented at least 20 pages and maximum 28 pages on A5 paper size (A4 folded in half), printed on 2 sides of paper; Time New Roman font size 11, line spacing 1.2; normal font density (no compression or spacing between words), drafting with Microsoft Word software or equivalent.

- The page numbers of the summary book are numbered from 1 starting with the Opening or Introductory chapter.

- Alignment: top margin, bottom margin, right margin are all 1.5 cm, left margin 2.0 cm.

- Note the picture name and table name according to the thesis presentation rules.

## 3.2. Layout

- The thesis summary must honestly reflect the structure, layout and content of the thesis. The number of tables, drawings and graphs used in the thesis summary must match the number of the tables, drawings and graphs used in the thesis.

- The presentation layout of the doctoral thesis summary is in order:

+ Cover page 1, presented as prescribed in Section 3.3.

+ Cover page 2, presented as prescribed in Section 3.4.

 + The main part of the doctoral thesis summary: summarize the main content of parts of the thesis, specified in Section 3.5.

+ List of published works related to the thesis (can be printed on cover page 3 if the main content is up to 24 pages).

## 3.3. Cover 1

- This page contains the following contents:

+ Ministry of Education and Training (capitalized, lowercase, font size 13, centered).

+ Nha Trang University (capitalized, bold, font size 13, centered).

+ Full name of the author (capitalized, bold, font size 14, centered).

+ Thesis name (capitalized, bold, font size 14, centered).

+ Summary of doctoral thesis (capitalized, bold, font size 13, centered).

+ Specialized (font: Times New Roman, font size 13, bold).

+ Industry code (font: Times New Roman, font size 13, bold).

+ Khanh Hoa – year of implementation (capitalized, bold, font size 13, centered).

- See Form 1, Appendix 2.

## 3.4. Cover Page 2

- This page contains the following contents:

+ The project was completed at Nha Trang University.

+ Scientific instructor.

+ List of reviews.

+ Protection time.

+ Where to store the thesis.

- Use font size 13, font: Times New Roman.

- See Form 2, Appendix 2.

## 3.5. Main part

- Must faithfully reflect the structure, layout and content of the thesis, starting from the introduction or introduction (including the new contribution of the thesis) to the conclusion, must fully present the full text of the conclusion of the thesis.

- Numbers of tables, figures, graphs, formulas, references similar to those in the thesis.

## 3.6. List of published works

- Similar to the list in the doctoral thesis book, presented in accordance with Section 2.13.

- The list of published research works can be placed on cover 3 of the doctoral thesis summary (excluding pages).

# **CHAPTER 4: GUIDELINES FOR WRITING THE RESEACH PROPOSAL OF THE DOCTORAL THESIS**

## 4.1. Page Limit

- The research outline of the doctoral thesis topic has a volume of not more than 30 A4 pages, excluding appendices.

## 4.2. Layout

- The layout of the research proposal of the doctoral thesis topic consists of 3 parts: the beginning, the main part and the end.

- The first part of the research outline of the doctoral thesis topic includes:

+ Main cover page, presented as prescribed in Section 4.3.

+ Sub-cover page, presented as prescribed in Section 4.4.

+ Table of contents, presented as a doctoral thesis.

+ List of symbols, abbreviations, tables, pictures if necessary, presented as doctoral thesis.

- The main part of the research outline of the doctoral thesis thesis is presented in accordance with the provisions of section 4.5.

- The last part of the research outline of the doctoral thesis topic includes: list of references and appendices (if any), presented as a doctoral thesis.

## 4.3. Main Cover Page

- This page contains the following contents:

+ Ministry of Education and Training (capitalized, lowercase, font size 14, centered).

+ Nha Trang University (capitalized, bold, font size 14, centered).

+ Full name of the author (capitalized, bold, font size 14, centered).

+ Name of the proposed thesis topic (capitalized, bold, font size 16, centered).

+ Research outline of doctoral thesis topic (capitalized, bold, font size 14, centered).

+ Khanh Hoa – year of implementation (capitalized, bold, font size 14, centered).

- See Form 1, Appendix 3.

## 4.4. Sub-cover page

- This page contains the following contents:

+ Ministry of Education and Training (capitalized, lowercase, font size 14, centered).

+ Nha Trang University (capitalized, bold, font size 14, centered).

+ Logo of Nha Trang University

+ Full name of the author (capitalized, bold, font size 14, centered).

+ Name of research direction (capitalized, bold, font size 16, centered).

+ Research outline of doctoral thesis topic (capitalized, bold, font size 14, centered).

+ Training industry (lowercase, bold, font size 14).

+ Code (lowercase, bold, font size 14).

+ Confirmation of the Scientific Instructor and Head of the Admission Examination Subcommittee after making corrections at the request of the Professional Subcommittee to submit to the Graduate Education Department.

+ Khanh Hoa – year of implementation (capitalized, bold, font size 14, centered).

- See Form 2, Appendix 3.

## 4.5. Main part

- This section should include the following basic items:

1. Name of thesis topic
2. Reasons for choosing the topic of the thesis
3. Research situation in domestic and abroad
4. Research objectives
5. Subjects of study
6. Scope of research
7. Research methodology
8. Contents
9. Estimated means, materials and funds for the implementation of the project
10. Reasons to choose Nha Trang University
11. Recommend a science instructor
12. Expected full-course study and research plan

- The specific structure of this section may vary from discipline to discipline and to the guidance of a scientific instructor.

# **CHAPTER 5GUIDELINES FOR WRITING LITERATURE REVIEW**

## 5.1. Page Limit

- The overview essay has a minimum volume of 15 pages and a maximum of 30 A4 pages, excluding appendices.

## 5.2. Layout

- The layout of the overview essay consists of 3 parts: the beginning, the main part, and the end.

- The first part of the overview essay includes:

+ Main cover page, presented as prescribed in Section 5.3.

+ Sub-cover page, presented as prescribed in Section 5.4.

+ Table of contents, presented as a doctoral thesis.

+ List of symbols, abbreviations, tables, pictures if necessary, presented as doctoral thesis.

- The main part of the overview essay is presented in accordance with section 5.5.

- The last part of the overview essay includes: bibliography and appendices (if any), presented as a doctoral thesis.

## 5.3. Main Cover Page

- This page contains the following contents:

+ Ministry of Education and Training (capitalized, lowercase, font size 14, centered).

+ Nha Trang University (capitalized, bold, font size 14, centered).

+ Full name of the author (capitalized, bold, font size 14, centered).

+ Name of assigned thesis topic (capitalized, bold, font size 16, centered).

+ General essay (capitalized, bold, font size 14, centered).

+ Khanh Hoa – year of implementation (capitalized, bold, font size 14, centered).

- See Form 1, Appendix 4.

## 5.4. Sub-cover page

- This page contains the following contents:

+ Ministry of Education and Training (capitalized, lowercase, font size 14, centered).

+ Nha Trang University (capitalized, bold, font size 14, centered).

+ Logo of Nha Trang University (center)

+ Name of assigned thesis (capitalized, bold, font size 16, centered).

+ General essay (capitalized, bold, font size 14, centered).

+ Training industry (lowercase, bold, font size 14).

+ Training industry code (lowercase, bold, font size 14).

+ PhD student: Full name of the author (capitalized, bold, font size 14).

+ Science instructor: Full name of the instructor (capitalized, bold, font size 14).

+ Khanh Hoa – year of implementation (capitalized, bold, font size 14, centered).

- See Form 2, Appendix 4.

## 5.5. Main part

- This section contains the following basic sections:

+ Systematize all published works in domestic and abroad closely related to the thesis topic or research direction of the doctoral student.

+ Analyzing, evaluating and clearly stating the successes and the degree of success of these works in solving problems related to the doctoral student's thesis topic; widely recognized views, theses, theoretical basis and research methods have been used in these research works.

- Analyzing, evaluating and clearly stating outstanding issues related to the research direction and research topics of NCS in the mentioned works, issues that have not been thoroughly resolved or still have different opinions or are still open for further study;

+ Select and identify the problems that the thesis needs to focus on solving.

+ General direction or methodology to solve problems.

- The specific structure of this section can be adjusted (depending on the discipline) from the aforementioned basic items under the guidance of the science instructor.

# **CHAPTER 6GUIDELINES FOR WRITING TOPICAL RESEARCH REPORT**

## 6.1. Page Limit

- PhD topical research report have a minimum volume of 20 pages and a maximum of 50 A4 pages, excluding appendices.

## 6.2. Layout

- The layout of the PhD topical research report consists of 3 parts: the beginning, the main part and the end.

- The first part of the doctoral topical research report includes:

+ Main cover page, presented as prescribed in Section 6.3.

+ Sub-cover page, presented as prescribed in Section 6.4.

+ The decision of the Rector on the assignment of doctoral topical research to the PhD student.

+ Pledge of academic integrity

+ Table of contents, presented as a doctoral thesis.

+ List of symbols, abbreviations, tables, pictures if necessary, presented as doctoral thesis.

- The main part of the doctoral thesis is presented in accordance with section 6.5.

- The last part of the doctoral thesis includes: a list of references and an appendix (if any), presented as a doctoral thesis.

## 6.3. Main cover

- This page contains the following contents:

+ Ministry of Education and Training (capitalized, lowercase, font size 14, centered).

+ Nha Trang University (capitalized, bold, font size 14, centered).

+ Full name of the author (capitalized, bold, font size 14, centered).

+ Thematic name (capitalization, bold, font size 16, center alignment).

+ PhD topic (capitalization, bold, font size 14, centered).

+ Khanh Hoa – year of implementation (capitalized, bold, font size 14, centered).

- See Form 1, Appendix 5.

## 6.4. Extra cover

- This page contains the following contents:

+ Ministry of Education and Training (capitalized, lowercase, font size 14, centered).

+ Nha Trang University (capitalized, bold, font size 14, centered).

+ Logo of Nha Trang University (center)

+ Full name of the author (capitalized, bold, font size 14, centered).

+ Thematic name (capitalization, bold, font size 16, center alignment).

+ PhD topic (capitalization, bold, font size 14, centered).

+ Industry and training industry code (lowercase, bold, font size 14).

+ Thesis name (lowercase, bold, font size 14).

+ Science instructor (lowercase, bold, font size 14).

+ Khanh Hoa – year of implementation (capitalized, bold, font size 14, centered).

- See Form 2, Appendix 5.

## 6.5. Main part

- This section contains the following basic items (similar to a report on scientific research results):

+ Set the problem.

+ Research content.

+ Research methodology.

+ Results and discussion.

+ Conclusions and recommendations/recommendations or governance implications.

The specific structure of this section may change or adjust depending on the field of study of the thesis and the content of the research topic.

**Appendix 1.
DOCTORAL THESIS FORMS**

|  |  |  |
| --- | --- | --- |
| **Sample** | **Content** |  |
| 1 | Main cover |  |
| 2 | Side cover |  |
| 3 | New contributions of the thesis |  |

## Sample 1. PhD thesis main cover

MINISTRY OF EDUCATION AND TRAINING

**NHA TRANG UNIVERSITY**

**VU TRONG DAI**

**STUDY OF REPRODUCTIVE BIOLOGY AND ARTIFICIAL BREEDING OF SILK CLAMS *Paphia undulata* (Born, 1780)**

**DOCTORAL THESIS**

**KHANH HOA - 2022**

## Sample 2. PhD thesis sub-cover

## Sample 3. Pledge of academic integrity

MINISTRY OF EDUCATION AND TRAINING

**NHA TRANG UNIVERSITY**



**VU TRONG DAI**

**STUDY OF REPRODUCTIVE BIOLOGY AND ARTIFICIAL BREEDING OF SILK CLAMS *Paphia undulata* (Born, 1780)**

**Training industry: Aquaculture**

**Code: 9620301**

**DOCTORAL THESIS**

 **SCIENCE INSTRUCTOR:**

 **1. Dr. Ngo Anh Tuan**

 **2. Assoc. Prof. Ngo Thi Thu Thao**

**KHANH HOA - 2022**

**REASSURANCE**

I would like to assure you that all the results of the topic: ***"bold and italic title*** of the topic" is my personal work, in compliance with academic integrity regulations; The data and research results presented in the thesis are truthful and have never been published by anyone else in any scientific work up to this point.

 .......Location........, Day Month Year

 Thesis author

 *(Sign and write your full name)*

**Sample 4. Acknowledgments**

**ACKNOWLEDGMENTS [[1]](#footnote-1)**

During the implementation of the project, I received the help of Nha Trang University, .......... has created the best conditions for me to complete the project. Especially the dedicated guidance of Assoc. TS. ........and TS. .......... helped me complete the topic well. Hereby, I would like to express my deep thanks for this help.

..........................................................................................................................................................................................................................................................................................................................................................................................................................................

Finally, I would like to express my sincere thanks to my family and all friends who have helped and encouraged me throughout my studies and implementation of the project.

Thank you very much!

 *............,* Day Month Year

Thesis author

 *(Sign and write your full name)*

**Sample 5. Table of contents**

|  |
| --- |
| **TABLE OF CONTENTS**Affidavit ......... IiiAcknowledgments ............ IvTable of Contents ......... List of symbols ............List of abbreviations ............viiList of tables..................Image Catalogue ........ixGraph Catalogue ......... xSummary.......Abstract.................................................................................... XiiChapter 1. OVERVIEW................................................................. 11.1. ........................................................................................... 11.2. ........................................................................................... 15.............Chapter 2. ..... .............................................................................. 202.1. ............................................................................................ 222.1.1. .........................................................................................232.1.2...........................................................................................252.2. ...........................................................................................27............. .Chapter 4. CONCLUSIONS AND RECOMMENDATIONS................ 70BIBLIOGRAPHY ...............ADDENDUM |

## Sample 6. List of symbols

**LIST OF SYMBOLS**

α : Thermal conductivity coefficient

ε : Emission coefficient

n : Total number of samples

DW: Raw mass

SD: Standard deviation

SE: Standard error

L : Length

**Form 7. List of abbreviations**

**CATALOGUE OF ABBREVIATIONS**

ATU : Attitude towards use

B2B : Business to business

B2C : Business to consume

B2G : Business to government

BALL : Behavioral intention

C2C : Consumer to consumer

CNSH : Biotechnology

e-CAM : E-Commerce Adoption Model

G2C : Government to consumer (Transactions between state agencies and individuals)

NTTS : Aquaculture

 OECD : Organization for Economic Co-operation and Development (Tổ chức

 Economic development cooperation)

PAY : Payment (Payment System)

PEOU : Perceived ease of use

PRP : Perceived Risk with Product/Service

 products/services)

 PRT : Perceived Risk in the Context of Online Transaction (Nhận thức rủi ro

 in relation to online transactions)

PU : Perceived usefulness

TCVN : Vietnamese Standard

## Form 8. List of tables

**TABLE CATALOGUE**

Table 1.1. Some related studies 9

Table 1.2. Research hypotheses 15

Table 2.1. Some popular e-commerce websites today in Vietnam 19

Table 2.2. Statistics of contracts of e-commerce trading platforms that were confirmed for registration in 2011 36

Table 2.3. Revenue source of e-commerce trading platforms in 2011 36

Table 2.4. Market share of total transaction value of e-commerce platforms in 2011 37

Table 2.5. Market share of revenue of e-commerce platforms in 2011 37

**Form 9. List of figures**

**PICTURE BIBLIOGRAPHY**

Figure 1.1. Black carp varieties used in experiments 5

Figure 1.2. Black carp breeding experimental pond 6

Figure 2.1. Experimental layout diagram 23

Figure 3.1. Volume increases with sample collections 43

**Form 10. List of graphs**

**GRAPH BIBLIOGRAPHY**

**Figure 2.1. Production and business situation of the company in the period of 2010 - 2014 7**

Figure 2.2. Labor structure at the company through the period 2010 - 2014 9

Graph 3.1. Labor structure by gender 11

Graph 3.2. Labor structure by age 11

**Form 11. Addendum**

**ADDENDUM**

|  |  |  |
| --- | --- | --- |
| **Addendum** | **Content** | **Number of pages** |
| 1 | Survey Form | 10 |
| 2 | Data processing results (on SPSS) | 15 |
| 3 | Sample collection process image | 2 |

**Appendix 2
DOCTORAL THESIS SUMMARY FORMS**

|  |  |  |
| --- | --- | --- |
| **Sample** | **Content** |  |
| 1 | Cover 1 PhD thesis summary |  |
| 2 | Cover 2 PhD thesis summary |  |
|  |  |  |

## Sample 1. Cover 1 PhD thesis summary (A5 paper size)

## Sample 2. Cover 2: PhD thesis summary (A5 paper size)

MINISTRY OF EDUCATION AND TRAINING

**NHA TRANG UNIVERSITY**

**VU TRONG DAI**

**STUDY OF REPRODUCTIVE BIOLOGY AND ARTIFICIAL BREEDING OF SILK CLAMS *Paphia undulata* (Born, 1780)**

**DOCTORAL THESIS SUMMARY**

**Training industry: Aquaculture**

**Code: 9620301**

**KHANH HOA - 2022**

# **Appendix 3 DOCTORAL THESIS RESEARCH OUTLINE FORMS**

**The project was completed at Nha Trang University**

**Scientific instructor: 1. Assoc. Prof. Dr. Phan Dinh Huan**

 **2. Assoc. Prof. Dr. Tran Gia Thai**

**Counterargument 1: Prof. Dr. Nguyen Van A** (leave the name blank when unknown)

**Counterargument 2: Prof. Dr. Nguyen Van B** (leave the name blank when unknown)

**Counterargument 3: Dr. Nguyen Van C** (leave the name blank when unknown)

**The *thesis was defended at the university-level thesis evaluation committee meeting at Nha Trang University at \*\*:\*\* time, \*\* month \*\* year \*\*\*\*.***

The thesis can be studied at: National Library and Library of Nha Trang University

|  |  |  |
| --- | --- | --- |
| **Sample** | **Content** |  |
| 1 | Main cover Doctoral thesis research outline |  |
| 2 | Sub-cover of Doctoral thesis research outline |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Sample 1. Main cover Doctoral thesis research outline

## Sample 2. Sub-cover of Doctoral thesis research outline [[2]](#footnote-2)

MINISTRY OF EDUCATION AND TRAINING

**NHA TRANG UNIVERSITY**

**TON THAT SUBSTANCE**

**RESEARCH ON SOME BIOLOGICAL FEATURES THAT CREATE A SCIENTIFIC BASIS FOR ARTIFICIAL REPRODUCTION OF CAMOUFLAGE SHRIMP (Penaeus semisulcatus de Haan, 1950) IN THUA THIEN HUE**

**RESEARCH OUTLINE OF DOCTORAL THESIS TOPIC (RESEARCH PROPOSAL)**

**KHANH HOA - 2009**

# **Appendix 4 OVERVIEW ESSAY FORMS**

MINISTRY OF EDUCATION AND TRAINING

**NHA TRANG UNIVERSITY**



**TON THAT SUBSTANCE**

**RESEARCH ON SOME BIOLOGICAL FEATURES THAT CREATE A SCIENTIFIC BASIS FOR ARTIFICIAL REPRODUCTION OF CAMOUFLAGE SHRIMP (Penaeus semisulcatus de Haan, 1950) IN THUA THIEN HUE**

**RESEARCH OUTLINE OF DOCTORAL THESIS TOPIC**

 **Training industry: Aquaculture**

 **Code: 62620301**

**Scientific instructor: Head of the Selection Subcommittee:**

**Assoc. Prof. Dr. Lai Van Hung** (signature)

**Assoc. Prof. Dr. Nguyen Dinh Mão Assoc. Prof. Dr.. Nguyen Van A**

**KHANH HOA - 2009**

|  |  |  |
| --- | --- | --- |
| **Sample** | **Content** |  |
| 1 | Main cover Overview essay |  |
| 2 | Sub-cover Essay overview |  |
|  |  |  |

## Sample 1. Main cover Overview essay (literature review)

## Sample 2. Sub-cover Essay overview (literature review)

MINISTRY OF EDUCATION AND TRAINING

**NHA TRANG UNIVERSITY**

**VU TRONG DAI**

**STUDY OF REPRODUCTIVE BIOLOGY AND ARTIFICIAL BREEDING OF SILK CLAMS *Paphia undulata* (Born, 1780)**

**LITERATURE REVIEW**

**KHANH HOA - 2022**

**Appendix 5
PHD THEMATIC FORMS**

MINISTRY OF EDUCATION AND TRAINING

**NHA TRANG UNIVERSITY**



**VU TRONG DAI**

**STUDY OF REPRODUCTIVE BIOLOGY AND ARTIFICIAL BREEDING OF SILK CLAMS *Paphia undulata* (Born, 1780)**

**OVERVIEW ESSAY**

**Training industry: Aquaculture**

 **Code: 9620301**

 **Scientific instructor (supervisor):**

**Assoc. Prof. Dr. Lai Van Hung**

**Assoc. Prof. Dr. Nguyen Dinh Mão**

**KHANH HOA - 2022**

|  |  |  |
| --- | --- | --- |
| **Sample** | **Content** |  |
| 1 | Main cover of PhD Thematic |  |
| 2 | Sub-cover of PhD Thematic |  |
|  |  |  |

## Sample 1. Main cover of PhD Thematic study (topical reseach)

## Sample 2. Sub-cover of PhD Thematic study (topical reseach)

MINISTRY OF EDUCATION AND TRAINING

**NHA TRANG UNIVERSITY**

**HOANG THAI HA**

**STUDY ON OPTIMIZATION OF GRAPE DRYING PROCESS (*Clauerpa lentillifera J. Agardh*) BY COLD DRYING TECHNIQUE COMBINED WITH INFRARED RADIATION**

**THEMATIC STUDY (TOPICAL RESEACH)**

**KHANH HOA - 2015**

MINISTRY OF EDUCATION AND TRAINING

**NHA TRANG UNIVERSITY**



**HOANG THAI HA**

**STUDY ON OPTIMIZATION OF GRAPE DRYING PROCESS (*Clauerpa lentillifera J. Agardh*) BY COLD DRYING TECHNIQUE COMBINED WITH INFRARED RADIATION**

**DOCTORAL SEMINAR**

**Training industry: Seafood processing technology**

 **Code: 62540105**

**Scientific instructor (Supervisor):**

**Assoc. Prof. Dr. Vu Ngoc Boi**

**KHANH HOA - 2015**

1. This thank you pattern is for suggestive purposes only (not a general pattern). NCS can write according to their subjective feelings. [↑](#footnote-ref-1)
2. Leave the name of the Head of the Selection Committee blank when submitting the outline with the application. Initially, NCS planned to select instructors. Confirmation of the Scientific Instructor and the Head of the Admission Subcommittee after making corrections at the request of the Professional Subcommittee for submission to the Graduate Education Department [↑](#footnote-ref-2)