
International Standard



7144

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Documentation — Presentation of theses and similar documents

Documentation — Présentation des thèses et documents assimilés

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 7144 was prepared by Technical Committee ISO/TC 46, *Documentation*.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

Documentation — Presentation of theses and similar documents

0 Introduction

The rules set out in this International Standard are for the use of both editors and authors of theses.

The presentation, style and establishment of the bibliography of a thesis shall conform to the particular rules of the university to which it is submitted even if the thesis is distributed outside the university.

It is also recommended to register the bibliographic description of the document with the appropriate body, additionally indicating the form of presentation, availability and distribution list.

1 Scope and field of application

This International Standard gives rules for the presentation of theses and similar documents in all disciplines.

It is applicable to theses presented

- in book form;
- as parts of books;
- as periodical articles;
- as typescripts;
- as a set of separate publications.

The rules apply to theses reproduced in the following forms:

- composed and printed;
- in identical form or with reduction (for example from A4 to A5);
- in microform.

2 References

ISO 31 (parts 0 to 13), *General principles concerning quantities, units and symbols*.

ISO 214, *Documentation — Abstracts for publications and documentation*.

ISO 690, *Documentation — Bibliographical references — Essential and supplementary elements*.

ISO 999, *Documentation — Index of a publication*.

ISO 1086, *Documentation — Title-leaves of a book*.

ISO 2108, *Documentation — International standard book numbering (ISBN)*.

ISO 2145, *Documentation — Numbering of divisions and subdivisions in written documents*.

ISO 2384, *Documentation — Presentation of translations*.

ISO 3297, *Documentation — International standard serial numbering (ISSN)*.

ISO 5966, *Documentation — Presentation of scientific and technical reports*.

ISO 6357, *Documentation — Spine titles on books and other publications*.

3 Definition

For the purpose of this International Standard the following definition applies.

thesis; dissertation: Document which presents the author's research and findings and submitted by him in support of his candidature for a degree or professional qualification.

4 Methods of production

4.1 Theses shall be presented in a legible form in typescript or print. Typed characters shall be well formed and black. Drawings and sketches shall be in black ink.

4.2 Paper

Paper shall be white, of an opacity and quality that allows printing, reading and micro-reproduction.

4.3 Size

The typescript shall be of size A4 (210 mm × 297 mm). If the document is printed, a standard book size should be chosen.

4.4 Margins

Margins shall be sufficient to facilitate binding and reproduction.