Name:

Registration/student number:

Dear students,

to assist you in optimizing your thesis, thereby ensuring your work receives the best grades possible, we provide you with a thesis submission checklist. Please keep in mind that your reviewers will be sent an overview of what they should expect from dissertations generated within MedUni Wien, so that their grading will fall in line with the anticipated performance. While students (in agreement with their supervisors) may choose to deviate from the university guidelines (see thesis outline below), it will ultimately be the decision of the reviewers as to whether to reward students with the best marks possible should the submitted work not comply with the recommended outline.

Cover page of the thesis decorated with MedUni Wien logo on the top right hand side

All subsequent pages prior to the beginning of the Introduction numbered with Roman numerals (ii, iii, iv...)

Chapter one: Introduction begins with page 1 in Arabic numeral, and ends with Aims of the thesis

Length of Introduction should be at least **30 pages**. If you include a PDF of a published review, add **10 pages** of **novel text**

In **Chapter two: Results,** consider including a **prologue** that will prepare the reader for the first PDF. Between PDFs, insertion of **interludes** will allow readers to follow the rationale for extending the research in the chosen direction

Manuscripts under review can be added as watermarked PDFs generated by the journal

Do not add published **reviews** in this chapter

Obtain **publisher permission** for PDFs where necessary and place in the **Appendix.** If not necessary (open source), indicate as such.

Chapter three: Discussion should extend from at least 10 to about 20 pages, including the Conclusion and future prospects

Chapter four: Materials and methods. Most students nowadays get away with minimal M & M, by citing the relevant information from their published papers. If you nevertheless wish to add methods to your dissertation, do **not** simply copy/paste the text from information found in the public domain. Instead rewrite them in your own words

The sections of **References** and **Appendix** should **not** be numerated as separate chapters. The Appendix can contain publisher permissions but also supplementary data normally not delegated to the main text

It is highly recommended to include a **CV** to inform the reviewers of your scientific qualifications and output to date. However, this is not mandatory, and you may economize on personal information for reasons of data protection.

All verbatim text indicated in "italics and inverted commas", followed by the reference

All **images taken from elsewhere** should be cited and, where necessary, please add publisher permission

With the thesis, please also submit the following documents: **ethic declaration**, **declaration of consent**, **first authorship publication(s)**, and **application for blocking (if required)**

Recommended thesis outline:

Cover page with Meduniwien logo

Declaration (numerated as ii) regarding where the work was done (Institutes, laboratories) and what part of the work was carried out by people other than the student (contributions of collaborators, technicians, and supervisors).

Table of contents (iii and onwards), with no more than three numerated layers (i.e. 1.1.1 followed by 1.1.2, etc. Avoid 1.2.3.4 and instead consider italicizing further subtitles).

A prologue (2.1) should help the reader link the Introduction to the student's first paper, and additionally underline the student's specific contributions to the inserted published work. Similarly, the interludes (2.1.1 etc) should assist the student to link any subsequent papers to the previous ones, making for better reading but also reaffirming student contribution to the chronicled work.

TABLE OF CONTENTS

Declaration	.ii
Table of contents	iii
List of figures	.х
List of tables	
Abstract	xix
Publications arising from this thesis	xxiii
Abbreviations	
Acknowledgments	

CHAPTER ONE: INTRODUCTION

CHAPTER TWO: RESULTS

2.1 Prologue	.31
2.1.1 PDF of first paper	.32-40
2.2. Interlude	
2.2.1 PDF of potential second paper	42-50
2.3 Interlude	.51
2.3.1 PDF of potential third paper	52-60

CHAPTER THREE: DISCUSSION

3.1 General discussion......60-793.9 Conclusion & future prospects80

CHAPTER FOUR: MATERIALS &	METHODS
4.1 Materials	81-82
4.2 Methods	

REFERENCES......101 and onwards According to EMBO J

APPENDIX

CV

Explanations to writing a PhD thesis at Meduniwien:

First and foremost, five golden rules for avoiding plagiarism:

1) Inform yourself of the meaning of plagiarism, self plagiarism, and deceit of reviewers into thinking that your are presenting novel text and findings;

2) NEVER copy/paste, ANYWHERE in your thesis;

3) Remember, you have transferred your copyright to the publishers. Hence, you do not OWN anything associated with your previously published work, including your own results or methods;

4) Request permission from the publishers if you wish to use previously published data, yours or anyone else's, including your own PDFs. Permission is normally granted for fair use;

5) Use free online algorithms to detect plagiarism ahead of submitting your final thesis. Consider www.plagscan.com.

To reduce student workload, Meduniwien allows doctoral candidates to insert into the Results section their own publications using PDFs of reprints of their journal articles, pending permission from the publishers (see www.copyright.com). When these are not yet available, students should include watermarked PDFs of their accepted papers. However, since the quality of the literary effort involved in composing a thesis is seen as a cardinal component in the decision to award the PhD degree, the Introduction as well as Discussion must be written from scratch. Although a student's previously published literature review may be included in the Introduction, at least 10 pages of it must be freshly authored. Materials and methods (M & M) should be written in a manner commensurate with scientific publications (and not in bullet form). Text should be typed in Arial 11, black, 1.5 spacing, justified. M & M can be shorter if space is required elsewhere. Students are encouraged to draw their own diagrams. M & M are not meant to be the section describing what was actually done (this should be described in the Results), but should provide sufficiently detailed description of how experiments were conducted for others to be able to repeat them. You should not deceive reviewers into thinking you had invented a new method when in fact you only modified a previously published one. Students should refrain from using footnotes. Inclusion of extensive sections of previously published text placed between citation marks and properly cited, although not contravening plagiarism rules per se, should be kept to an absolute minimum.

As the above outline indicates, a solid cumulative PhD thesis submitted to Meduniwien should extend to about 100 pages. Depending on student output, the Results and M & M chapters will fluctuate in their lengths. However, 30 or so pages of Introduction and about ten to 20 pages of Discussion are expected to be included in the thesis, irrespective of the number of published papers and prepared manuscripts incorporated into the Results chapter.