

Checklist for the thesis copy

This is a help guide, made through a checklist. It must not be incorporated into the doctoral thesis or your Virtual Secretariat (SVA).

Before the end of the deadline for the presentation (“**Expected end date**” in your academic record)

CONFIRM IN THE VIRTUAL SECRETARIAT THAT:

You have the Supervision Agreement (CDS) signed	
You fulfill the minimum time period for thesis submission	
You have passed all complementary training	
All your training activities were assessed	
You have reviewed all your annual assessments	
You are not on a temporary leave	
You have formalized, with no pending settlements, your registration to request your thesis defense	
You have not requested a previous defense. If so, you need to contact EDIUS	
You have your Research and Training Plan (RTP) updated and approved. If not, when you submit your application through your SVA, you will be able to request it	
<p>Please, verify:</p> <ul style="list-style-type: none"> • That the language of the doctoral thesis matches the one of the RTP. • That the doctoral thesis title matches the one approved in the RTP. • That you have a single research line assigned to the subject of your doctoral thesis. 	

VERIFY THAT THE PDF FILE OF YOUR THESIS INCLUDES THE FOLLOWING:

Summary. If the language is different from Spanish or Galician, that summary will be written in Galician with a word count of, at least, 3,000 words.		
Permissions. You need to include permissions for figures, images, tables and graphics that are not your own work and appear in your thesis. You need to include them in an appendix at the end of your thesis.		
Authorizations. For monographic thesis with total or partial reproduction of publications, and for thesis by compendium of publications, you will need to include in an appendix at the end of your thesis the authorization of the journal/publisher. For open access publications, you will need to specifically indicate the type of license and/or the link to the open access declaration of the journal/publisher.		
Cover page (at the beginning of the PDF file) following the USC model		
Inside cover (in the language of the doctoral thesis) following the USC model		
Conflict of Interest Declaration		
Back cover (at the end of the PDF) following the USC model		
For theses that involve human subjects, human simples, or personal data	Copy of the favorable report of a Research Ethics Committee or authorization number of the experimental project or declaration that the data is based on anonymous information and therefore no approval from an ethics committee is required	
For theses describing a clinical trial	Copy of the authorization by the Spanish Agency for Medicines and Medical Devices	
For theses using human, embryonic or induced stem cells	Copy of the favorable report of a Research Ethics Committee or authorization number of the experimental project	
For theses including studies on animal experimentation	Copy of the favorable report of a Research Ethics Committee or authorization number of the animal experimentation project and registration of the authorized user center, if it is Spanish	
	Indication of the person, company or service who carried out the experiment where appropriate	
	Copy of the training certificate if the experiments were conducted by the doctoral candidate	

Notes:

We recommend using the specific checklists indicated in **Annex II** of this document to verify that the necessary ethical and quality criteria are met.

VERIFY THAT YOUR THESIS INCLUDES THE REQUIRED SECTIONS ACCORDING TO ITS TYPE:

1. MONOGRAPHIC THESIS		
<p>The structure of the thesis must contain, at least, the following sections. They must be included in the index.</p>	Summary	
	Introduction	
	Hypotheses and Objectives	
	General Methodology	
	Results and Discussion	
	General Conclusions	
	Bibliography	
	Annexes or appendices, if needed	
<p>If the monographic thesis totally or partially reproduces the content of one or more publications.</p>	At the beginning of the thesis and referenced in the index, list of publications following the guidelines provided in Annex I of this document	
	At the end of the thesis and referenced in the index, authorizations of the journal/publisher to reproduce those publications	

2. THESIS BY COMPENDIUM OF PUBLICATIONS

<p>The structure of the thesis must contain, at least, the following sections. They must be included in the index.</p>	Summary	
	Introduction (justifying the thematic and methodological coherence and unity of the thesis)	
	Hypotheses, and general and specific objectives, pointing out the scientific publication within the compendium where they are tackled	
	General methodology (with a description of the methodological tools used)	
	Results: Published Work You may check the requirements of these publications in Annex I of this document	
	Results: Unpublished Work (optional)	
	General discussion that provides coherence and unity to the different works included in the thesis, of at least 5,000 words	
	Global conclusions of the thesis	
	General bibliography	
	At the beginning of the thesis and referenced in the index, list of publications following the guidelines in Annex I of this document	
	At the end of the thesis and referenced in the index, authorizations of the journal/publisher to reproduce those publications	

ANNEX I - INFORMATION ON THE INCORPORATION OF PUBLICATIONS IN THE THESIS

Section 1 – Instructions for referencing publications within the thesis

- Title of the publication
- Names, affiliation and order of all co-authors
- Name of the journal / Full book / Book chapter
- Publisher and ISSN / ISBN
- Publication year
- Volume, number, pages / Chapter(s) and pages, in case of books
- DOI, in case of digital publications
- Quality indicators, such as the journal's impact factor (in the year of publication) and its relative position in the category to which it belongs, among others.

Notes:

For monographic theses with partial or total reproduction of publications, it is necessary to indicate the doctoral candidate's contribution to the publication if there are more co-authors, and also the chapter(s) of the thesis in which content from the publication is reproduced.

Section 2 – How to incorporate publications in the thesis

In the case of **monographic theses** that partially or fully reproduce content from one or more publications, the aforementioned scientific contributions may not be reproduced word for word as one or more chapters or sections of the thesis. Furthermore, content contained in these scientific publications that is not original to the doctoral candidate may only be included in the thesis in summarized form, with the sole objective of providing comprehensibility and coherence to the personal research developed by the doctoral candidate.

In the case of **theses by compendium of publications**, the full versions of these contributions, both published and accepted, will be included in the body of the thesis under the heading "Results: Published Work." If you don't have the authorization, or if the contribution was accepted but not yet published, this circumstance will be indicated, and the version submitted by the main authors prior to publication, or another version in accordance with the journal/publisher's copyright protection, exploitation, and self-archiving policy that does not violate editorial exploitation rights, will be used.

Other content/results from research conducted by the doctoral candidate during their doctoral period that were not published may also be included as one or more chapters under the heading "Results: Unpublished Work." These will also be presented in scientific publication format to maintain coherence in the structure of the thesis.

Section 3 – Requirements for publications in theses by compendium

- They have been definitely accepted or have been already published.
- They clearly reflect the PhD candidate's affiliation with the USC.
- They match the thesis project included in the research plan.
- They were carried out during the thesis preparation period and recorded in the activities document.
- They were included in publications of national or international scope and prestige, with anonymous peer review, and with recognized impact in the corresponding scientific field. For example, those included in Journal Citation Reports, JCR, or Scopus, or, if this criterion doesn't apply, in databases related to their field. At least one of the publications must be in the first tercile of its category. In the major areas of Arts and Humanities, and Social and Legal Sciences, contributions may also be books or book chapters, with the seal of quality in academic publishing or included in the Scholarly Publishers Indicators in Humanities and Social Sciences.
- In cases of co-authorship, it is necessary that:
The doctoral candidate's contribution to the publications included in the compendium is substantial.

When the order of signing authors is not alphabetical, the doctoral candidate is the first or second signatory.

ANNEX II – Ethical considerations and quality criteria

We recommend you use specific checklists to verify that your research meets the necessary ethical and quality criteria in the following cases:

- Research involving human beings, human samples, or personal data:
 - If the study is observational, STROBE checklist.
 - If it is not observational, statistical adequacy list.
- Research describing a clinical trial:
 - CONSORT checklist.
- Research using human stem cells, embryonic or induced:
 - Statistical adequacy list.
- Research including studies with experimental animals:
 - ARRIVE checklist.