PhD Thesis | Master's Dissertation / Internship Report / Project Work Style

Guidelines

This document briefly describes how to format your PhD Thesis | Master's Dissertation/Internship Report/Project Work. Be sure to follow any additional instructions that your advisor provides.

Organization

- ➢ Pre-textual elements
- **Cover**, with the following elements:
    - University logo;
    - Complete name of the author;
    - Document title and subtitle (if applicable);
    - Volume (if applicable);
    - Description of the work (mandatory text is in italics): typology of the document (thesis, dissertation or report) **em** course designation (as in inforestudante), **orientada por** (advisor's name) **e apresentada à Faculdade de Economia da Universidade de Coimbra**;
    - Month and Year.

- **Cover sheet**: must contain the following elements:
    - Logo of the Faculty of Economics;
    - Document title and subtitle (if applicable);
    - Complete name of the author;
    - Description of the work (mandatory text is in italics): typology of the document (thesis, dissertation or report) em course designation (as in inforestudante), na especialidade de [in the speciality of] (if applicable), orientada por (advisor's name) e apresentada à Faculdade de Economia da Universidade de Coimbra para obtenção do grau de Doutor (or) Mestre;
    - Month and Year.

➢ Other pre-textual elements (in the order in which they must appear in the document):
- **Erratum; Dedication; Acknowledgements; Financing; Epigraph** (all optional);
- **Abstract** in Portuguese and English (250 to 500 words) and up to 5 keywords;
- **Index** List of acronyms and/or List of frames/tables and/or List of figures/charts/maps (if applicable);
- **Table of Contents**.

➢ Textual elements
- **Body text;**
- **Bibliographic References.**
⇨ Word limit (including body of the thesis, references and footnotes): up to 35,000 words for the Master's Dissertation and Reports; up to 80,000 words for the PhD Thesis (not applicable when the thesis is part of a "Compilation", see: Academic Regulations of the University of Coimbra, artº 56º, nº 2, a) (in Portuguese)).

→ UC Visual Identity Templates

➢ Post-textual elements
- **Author** and/or **Subject indices** (optional);
- **Appendices** and/or **Attachments** (optional).

Formatting

- Paper: white, A4, printed on both sides, vertical orientation;
- Margins: 3 cm at the page inset (next to the binding) and 2.5 cm for all others (top, bottom and outer margins), all tables, charts, maps and figures must comply with the set margins;
- Font: **Times New Roman, Calibri or Arial** (it is mandatory to maintain the same font for all text included in the textual elements);
- Font size: 12 for body text; 10 for foot notes and quotations of 4 lines or longer (see long direct quotations);
- Line spacing: 1.5 body text; single for footnotes and quotations of 4 lines or longer;
- Paragraph: justified alignment; indent only the first line of a paragraph by 1.5 cm or with 6 pt spacing after;
- Page numbering: Roman numerals (i, ii, iii, iv …) for pre-textual element pages (before the introduction); Arabic numerals (1, 2, 3 …) for textual element pages (body text and references); post-textual element pages (appendices and attachments) are autonomous and must not be paginated;
- Each Chapter or Part of the document must start on a new page (this rule does not apply to subchapters), with each new part starting on an odd page.

Citations and References

➢ FEUC uses the **author-date** *text-citation system,* also known as the *Harvard System*, for bibliographic references. There are different styles within this system, including those adopted by the Portuguese Standard (NP 405) or the APA Style. The **selected style should have the approval of the advisor**, with only that one style being used throughout the work.

• Indirect quotations: reference should be made to the author (s) and year of the work, in brackets, in the body of the text where the reference to the work / author (s) is made, according to the selected style (see bibliographic reference styles);

• Short direct quotations: quoted text with less than 3 lines (up to about 40 words) should be enclosed in quotation marks in the body of the text followed by, in brackets, the reference to the author, year and page number of the quoted work;

• Long direct quotations: quotations with more than 3 lines should be placed in a separate paragraph with an advance (left) of 4 cm, justified alignment, single spacing between lines and font size 10, without quotation marks; the parenthetical reference (author, year and page number - as in the short quotations) should come after the closing punctuation mark;

• Bibliographic references: the links below provide examples of the following styles:
  → [Norma Portuguesa (NP405)](#)
  → [American Psychological Association 7th (APA)](#)

To assist in the management and formatting of bibliographic sources, reference managers can be used, such as the following free software:

  → Mendeley: https://www.mendeley.com/
  → Zotero: https://www.zotero.org/