

# RECOMMENDATIONS *FOR THESIS DRAFTING*



# What sections is a thesis divided into\*?

Reference is to UNI ISO 7144:1997 standard

## **Title page**

*Errata*

*Analytical summary/Abstract*

*Preface*

## **Table of contents**

*Liste of illustrations*

*List of tables*

*List of abbreviations and symbols*

*Glossary*

## **Introduction**

**Main body (divided into numbered chapters)**

**Conclusions**

**Bibliographical references**

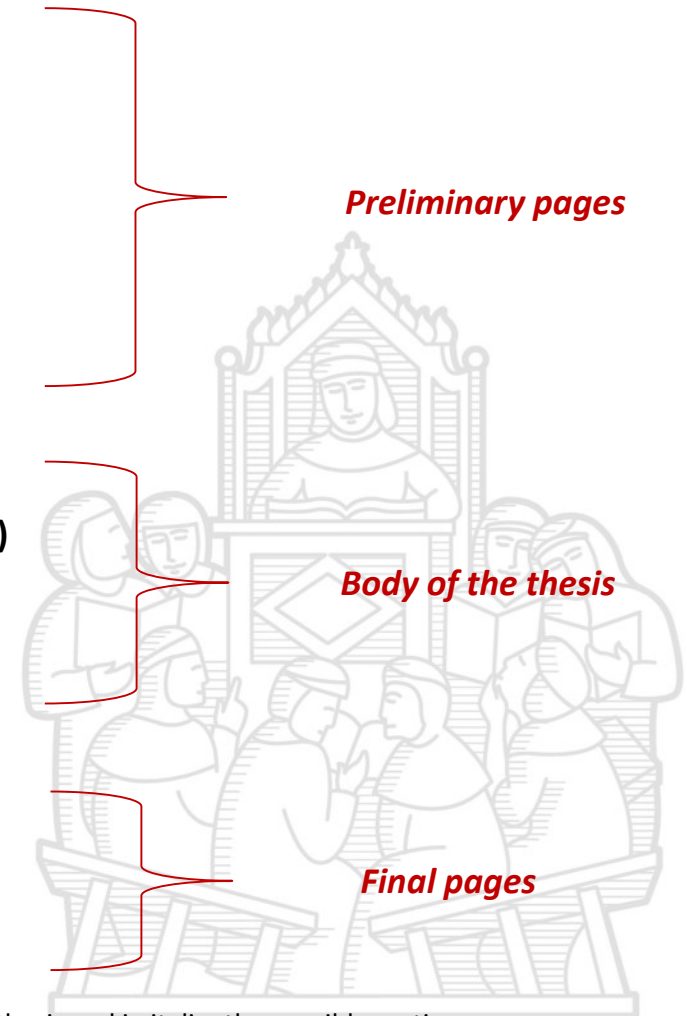
**Websites**

*Annexes*

*Analytical index (if any)*

*CV of the student (if any)*

*Additional material (if any)*

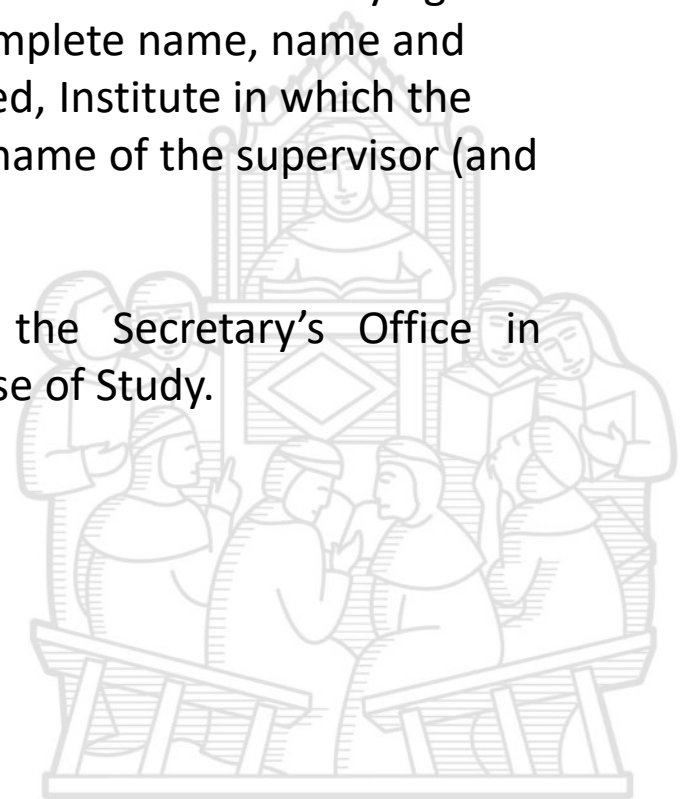


\*Highlighted in bold are the fundamental sections of the thesis and in italics the possible sections.

## The Title page

The title page is the preliminary page containing the information identifying the research work, such as the title and subtitle, your complete name, name and address of the institution where the thesis is defended, Institute in which the research was made, course of study, academic year, name of the supervisor (and co-supervisor, if any), tutor, date of defence, etc.

You can ask for some templates prepared by the Secretary's Office in cooperation with the Scientific Director of your Course of Study.



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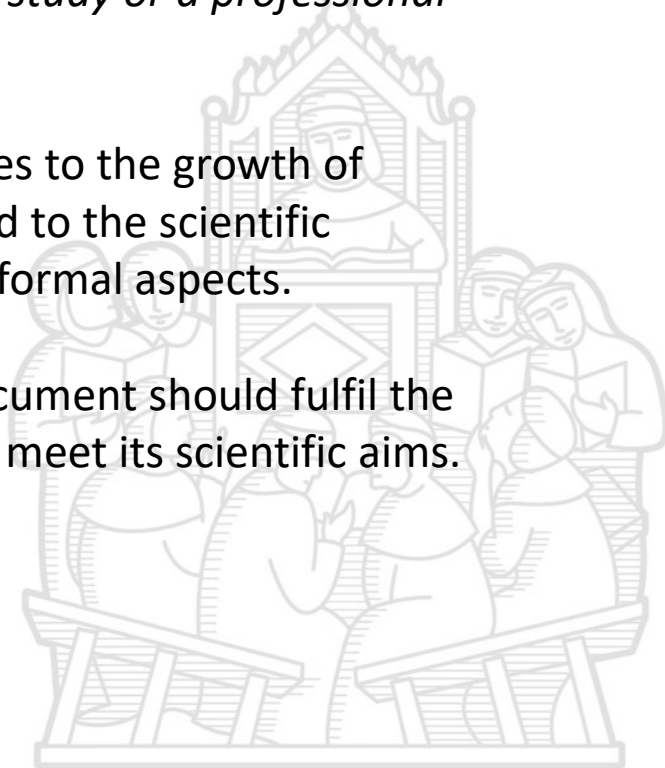
The table of contents “*shall consist of the titles of the main sections of the thesis, together with their page numbers*” (S. 11 UNI ISO 7144:1997).

## Introduction

A degree, master or PhD thesis is a «*document that presents the research and findings of an author who wishes to obtain a title of study or a professional qualification*» (S. 3, UNI ISO 7144:1997).

It is an intellectual and creative work that contributes to the growth of knowledge and is therefore likely to be disseminated to the scientific community, which will evaluate its contents and its formal aspects.

In light of its dissemination and public use, each document should fulfil the formal stylistic and editorial requirements that best meet its scientific aims.



# Chapter 1

## Main body

### 1.1 Formatting: some tips

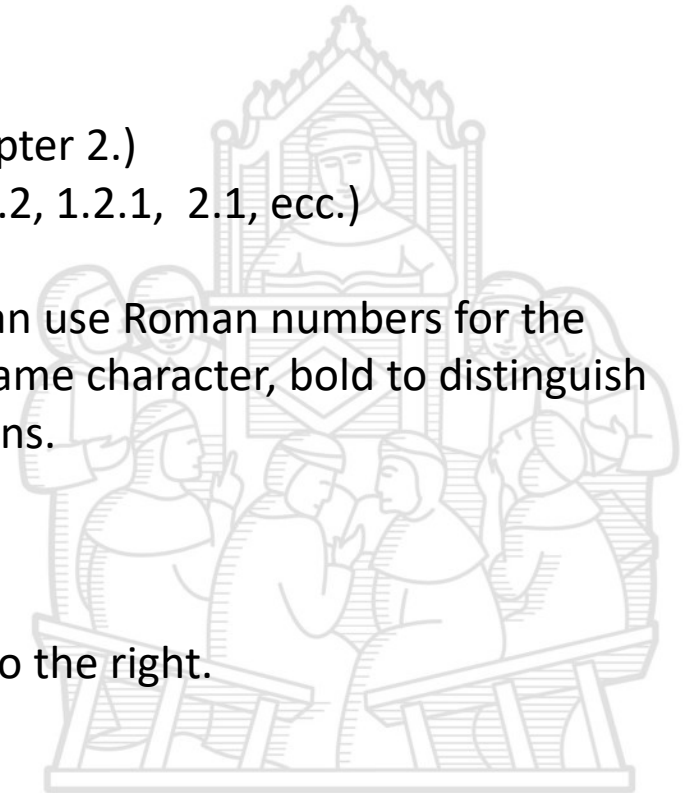
The main body of your thesis, in which you present your research, should be organized in chapters, paragraphs, if necessary subparagraphs, using a numerical and stylistic hierarchy according to the logical-functional relation of the topics.

- For ex. :**
- **numbering of chapters:** (Chapter 1 , Chapter 2.)
  - **paragraphs and subparagraphs :** ( 1.1, 1.2, 1.2.1, 2.1, ecc.)

The pages should be numbered in Arabic numbers. You can use Roman numbers for the preface and introduction. It is recommended to use the same character, bold to distinguish the main sections, such as chapters, from other subsections.

The font size is usually 12 points, line spacing 1.5.

The text should be “justified”, i.e. aligned to the left and to the right.



## 1.2 List of figures and tables

«All figures, schedules, tables, etc., must be included in special lists», numbered in the preliminary pages and separated from the main table of contents (S. 12 UNI ISO 7144).

In-text numbering can be progressive (Table 1, Table 2, Table 3) or indicate the chapter number (Table 1.1, Table 1.2).

**It is recommended to include a short description of the content and a mention of the source/author in the caption.**

Table 1: Liquid-solid mass transfer

Parameter	Symbol	Units	Value	Source	Remarks
Kinematic Viscosity	-	-	-	Melt	
Superficial Liquid Velocity	-	-	0.4-0.5	-	
Bed Void Fraction		fraction	-	-	

Figures redrawn based on the reference Frank Mittelbach, Michel Goossens, Johannes Braams, David Carlisle, and Chris Rowley. *The LaTeX Companion*. Addison-Wesley, Reading, Massachusetts, 1993 used under fair use, 2014.

Label

Title

Table 3. Analyses of Prognostic Factors for Overall Survival and Recurrence-free Survival.

Factors	Overall Survival (n = 36)		Recurrence-Free Survival (n = 22)	
	Hazard ratio (95% CI)	P- value <sup>a</sup>	Hazard ratio (95% CI)	P- value <sup>a</sup>
ALK CNG (+) vs. CNG(-)	2.63 (0.86-8.11)	0.076	5.63 (1.11-28.44)	0.037
ER positive vs. negative	0.67 (0.21-2.16)	0.504	0.78 (0.23-2.65)	0.694
HER2 positive vs. negative	0.63 (0.21-1.89)	0.404	0.77 (0.23-2.51)	0.660
AJCC stage IV vs. III	2.74 (0.86-8.73)	0.671		

Body

Legend,  
Footnotes

ALK, anaplastic lymphoma kinase; CNG, copy number gain; AJCC, American Joint Committee on Cancer; ER, estrogen receptor; HER2, human epidermal growth factor receptor 2.

<sup>a</sup> *p* values were calculated using the Cox-proportional hazard model.

## 1.3 Notes<sup>1</sup>

**Notes** have different functions:

- Show references;
- Allow follow-ups or digressions;
- Show reference to other sections of the text.

1. They should be entered at the end of the page, with a smaller character than the main body.





## Chapter 2

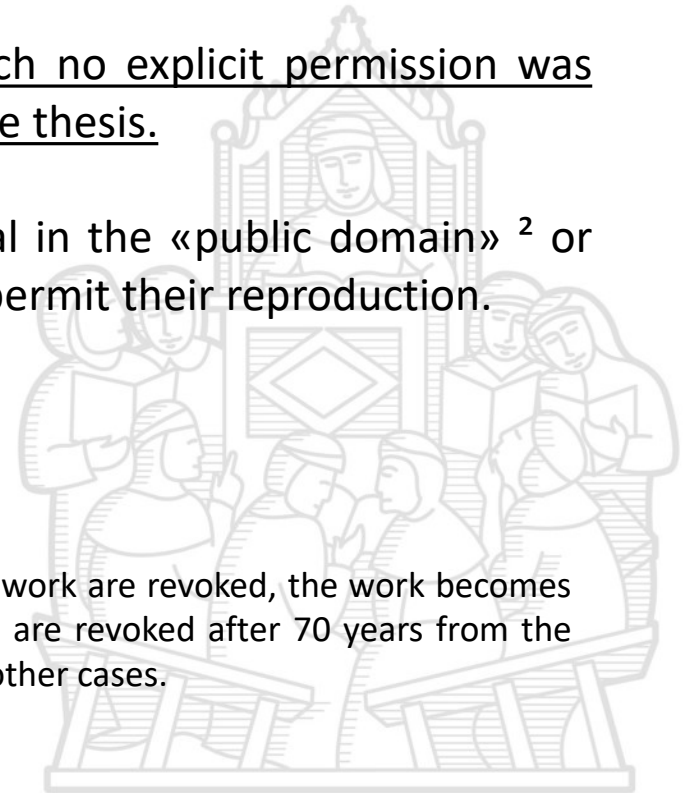
# Use of material protected by legislation on copyright and right to privacy

### Premise

Material that was not authorized or for which no explicit permission was given by the copyright holders cannot be used in the thesis.

You can generally use material or parts of material in the «public domain»<sup>2</sup> or disseminated and published through licences that permit their reproduction.

2. When the rights to the commercial exploitation of a piece of work are revoked, the work becomes of public domain. Usually the rights to commercial exploitation are revoked after 70 years from the death of the author, although the time limit may be different in other cases.



## 2.1 Quotes

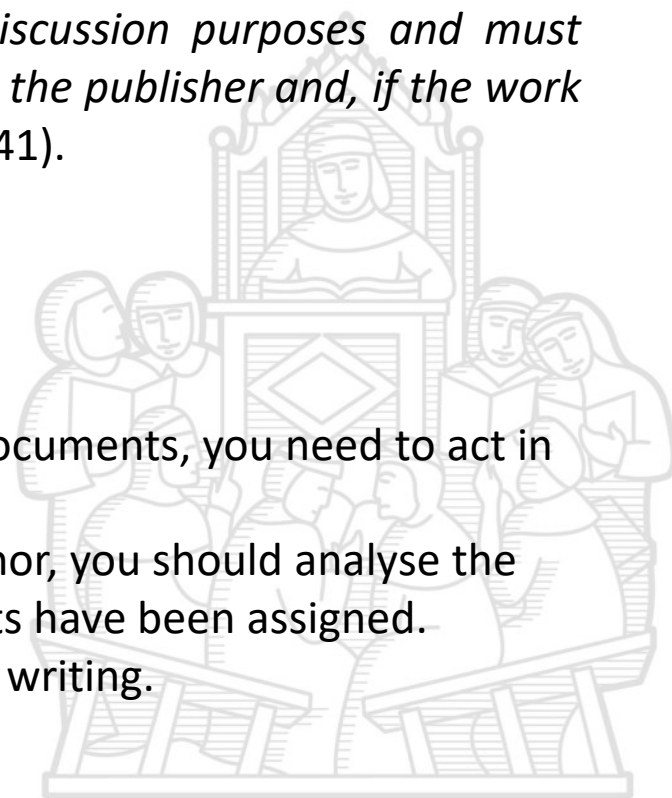
*«You can summarize, quote or reproduce excerpts or sections of works for critical or discussion purposes in your thesis. Summarizing and quoting are only allowed if they are justified by the critical and discussion purposes and must mention the work title and the names of the author, the publisher and, if the work is a translation, of the translator» (art. 70, l. 633/1941).*

## 2.2 Articles

If you use entire parts of an article or any published documents, you need to act in accordance with copyrights and publishing rights.

If you use parts of articles published by the thesis author, you should analyse the contract with the publisher to check whether the rights have been assigned.

Use of third parties' materials should be authorised in writing.



## 2.3 Rights on research results or contents

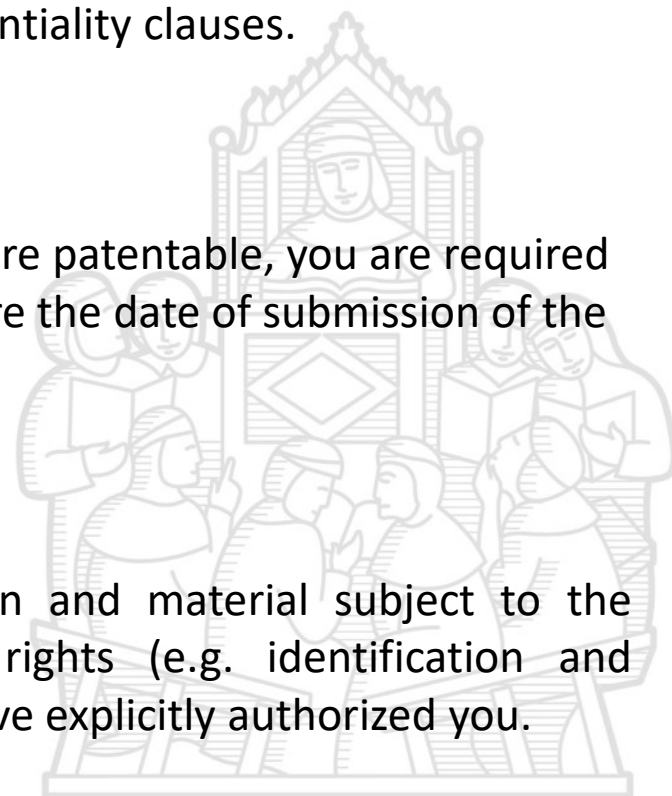
If you are carrying out or have already concluded research activities that entail the participation of third parties or the allocation of funds, you should avoid using contents owned by third parties or subject to confidentiality clauses.

## 2.4 Patentable contents

If the results of the research dealt with in the thesis are patentable, you are required to keep this information secret and confidential before the date of submission of the application and for the subsequent 18 months.

## 2.5 Privacy and personal rights

You cannot include in your thesis any information and material subject to the protection of privacy rights or other personal rights (e.g. identification and confidential information), unless the right holders have explicitly authorized you.



## 2.6 Images

If you wish to include images created by third parties and/or obtained from the Internet in any of your works, you must comply with the website copyright or disclaimer provisions.

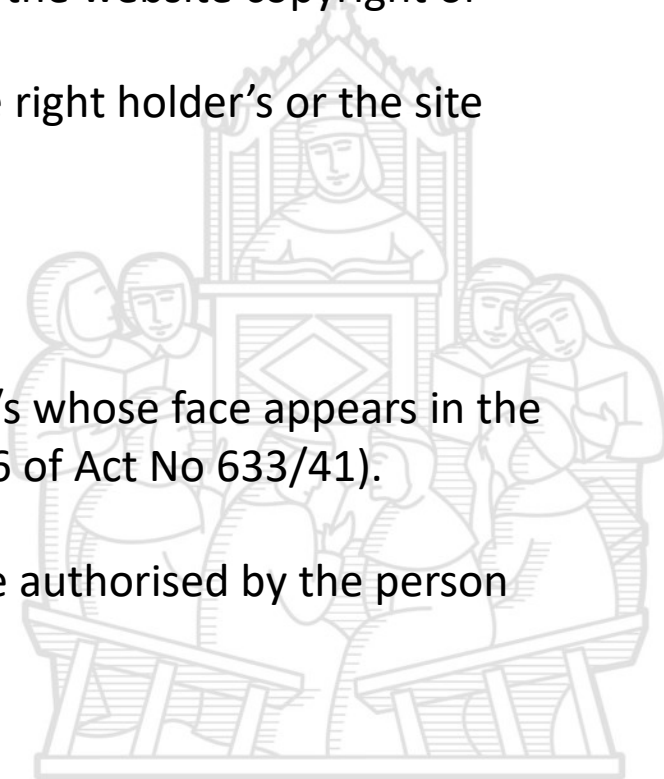
In case of doubts, it is always advisable to ask for the right holder's or the site operator's consent.

You should always acknowledge your sources.

## 2.7 Portraits/personal pictures

The law provides for the prior consent of the person/s whose face appears in the picture of a single individual or group of people (S. 96 of Act No 633/41).

If you did not take the picture yourself, you should be authorised by the person who took the picture.



# Chapter 3

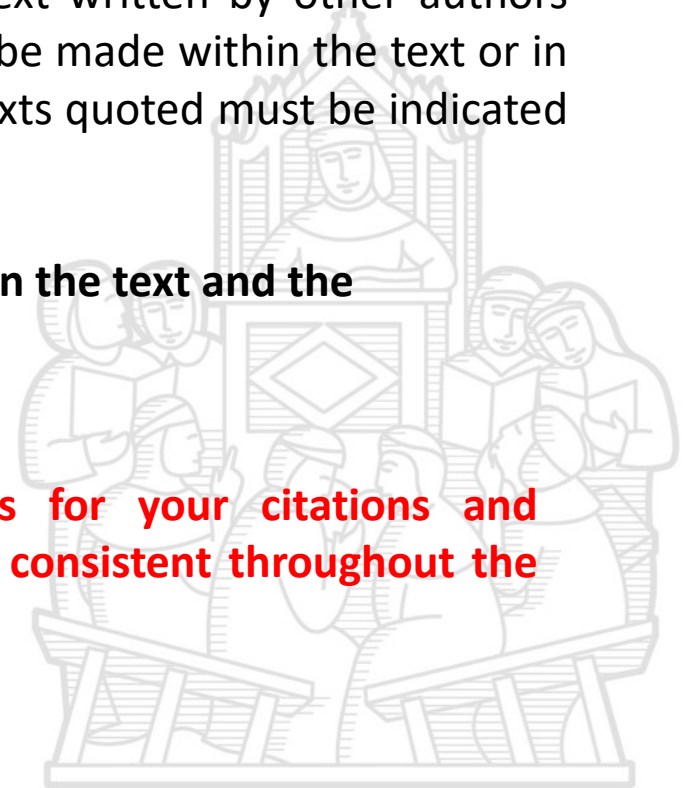
## Quotations and bibliographical references

### 3.1 Citations and bibliographical references

To avoid plagiarism, every time you reproduce a text written by other authors literally, it is necessary to quote them. Citations can be made within the text or in the footnotes. In both cases the references to the texts quoted must be indicated in the final pages of the thesis.

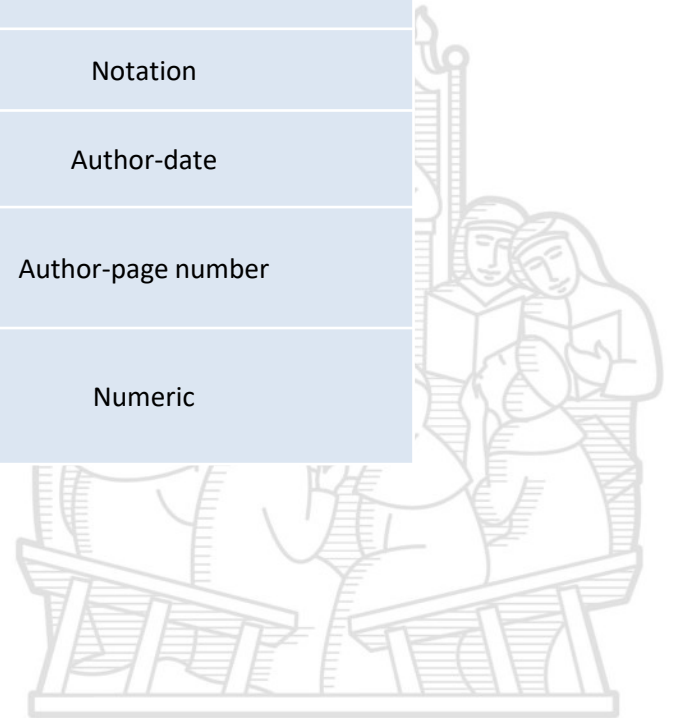
**There is a stylistic correlation between the citation in the text and the bibliographical reference at the end of the thesis.**

**👉 You can use various stylistic methods for your citations and bibliographical references, as long as the style is consistent throughout the dissertation.**



## 3.2 Some of the most commonly used styles

APA (American Psychological Association)	Social sciences	Author-date
HARVARD	Economics	Author-date
VANCOUVER	Medicine	Numeric
CHICAGO A	Humanities	Notation
CHICAGO B	Humanities/ Social sciences	Author-date
MLA (Modern Language Association)	Humanities (especially languages)	Author-page number
IEEE (Institute of Electrical and Electronics Engineers)	Natural science (mostly IT, electronic engineering)	Numeric



### 3.3 Three frequently used styles

#### A) IN-TEXT CITATION (AUTHOR-DATE)

The author and the publication year are indicated directly in the text. The bibliographical reference is provided in the last pages of the thesis.

##### ***In-text citation***

Il volume esamina i modelli di successo di performance management per le imprese italiane (Cugini et al. 2016).

##### ***Bibliographical references***

Cugini, Antonella, Andrea Dossi, Luca Ghezzi, Giovanni Battista Derchi. 2016. *Strategia, azioni, misure : modelli di successo di performance management per le imprese italiane*. Milano: Egea

#### B) FOOTNOTE CITATION

The partial reference is indicated in the footnote and the complete reference is listed in the last pages of the thesis.

Il volume esamina i modelli di successo di performance management per le imprese italiane<sup>1</sup>.

1. Antonella Cugini et al. *Strategia, azioni, misure: modelli di successo di performance management per le imprese italiane (Milano: Egea, 2016)*, 35.

Cugini, Antonella, Andrea Dossi, Luca Ghezzi, e Giovanni Battista Derchi. *Strategia, azioni, misure : modelli di successo di performance management per le imprese italiane*. Milano: Egea, 2016.

#### C) NUMERIC IN-TEXT CITATION

Each in-text citation is numbered and the corresponding number is used in the bibliographical reference in the last pages of the thesis.

Il volume esamina i modelli di successo di performance management per le imprese italiane(1).

1. Cugini A, Dossi A, Ghezzi L, Derchi GB. *Strategia, azioni, misure : modelli di successo di performance management per le imprese italiane*. Milano: Egea; 2016.

## a) In-text Citation (Author-date) Ex: Chicago B

### *In text*

### *List of references*

#### **Books with one or more authors**

..... (Ward and Burns 2007, 52)

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

#### **Article in a journal**

.....(Weinstein 2009, 440)

Weinstein, Joshua I. 2009. "The Market in Plato's *Republic*." *Classical Philology* 104:439–58.

#### **Article on permanent URL**

...(Kossinets and Watts 2009, 411)

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405–50. Accessed February 28, 2010. doi:10.1086/599247

#### **Website**

.....(Google 2009)

Google. 2009. "Google Privacy Policy." Last modified March 11. <http://www.google.com/intl/en/privacypolicy.html>.

#### **Common rules :**

*In italics : the title of the book and the journal.*

In inverted commas/quotation marks " " : "the title of the article", and the "web page".

For English titles, all initials of titles have to be capitalized except prepositions, articles, conjunctions



## b) In-text Citation (notation system) Ex. Chicago A

### **Monograph / Books with one or more authors**

[Footnote]

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.
2. Ward and Burns, *War*, 59–61.

[Bibliographical reference]

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

### **Article of a journal**

[Footnote]

1. Joshua I. Weinstein, “The Market in Plato’s Republic,” *Classical Philology* 104 (2009): 440.
2. Weinstein, “Plato’s Republic,” 452–53.

[Bibliographical reference]

Weinstein, Joshua I. “The Market in Plato’s Republic.” *Classical Philology* 104 (2009): 439–58.

## b) In-text Citation (notation system) Ex. Chicago A

### **Article with permanent URL**

[Footnote]

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.
2. Kossinets and Watts, "Origins of Homophily," 439.

[Bibliographical reference]

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

### **Website**

[Footnote]

1. "Chicago-Style Citation Quick Guide," University of Chicago Press, accessed June 13, 2017, [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

[Bibliographical reference]

University of Chicago Press. "Chicago-Style Citation Quick Guide". Accessed June 13, 2017. [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

## c) Numeric in-text citation

### Ex: Vancouver

This system is commonly used in medicine and scientific subjects.

It includes

- A number for each in-text citation
- A list of bibliographical references with a sequence of numbers corresponding to the citations in the text.

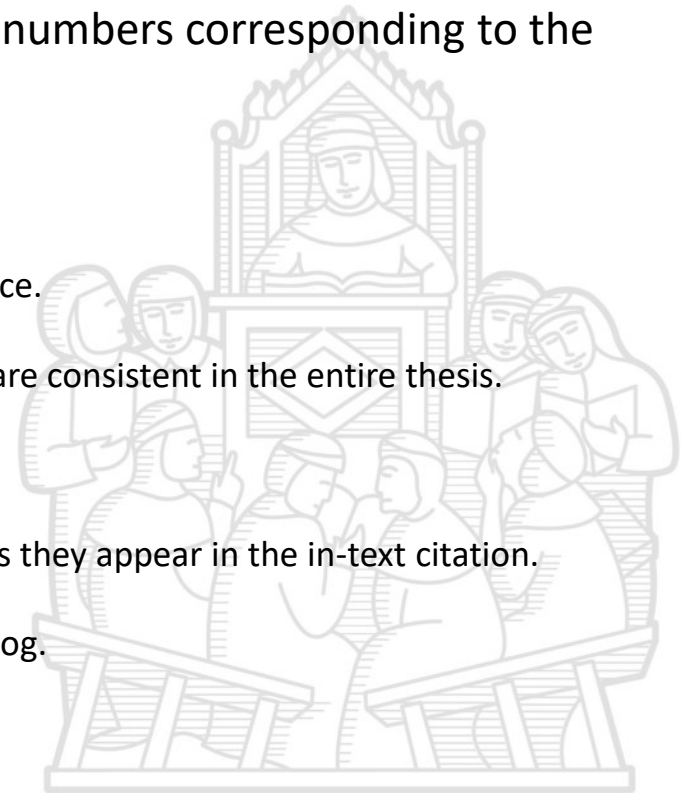
#### General rules

##### a) In-text citation

- The same number is used to refer to the same bibliographical reference.
- Arab numbers are used (1, 2, 3,...)
- You can use square brackets [ ] or parentheses ( ) provided that they are consistent in the entire thesis.
- You can use primes instead of parentheses or brackets, e.g. x<sup>1</sup>.

##### b) Bibliographical references

- References must be listed in numerical order and in the same order as they appear in the in-text citation.
- Use Arab numbers
- Abbreviate the titles of journals following the style used in NLM Catalog.



## c) Numeric system citation

### Ex: Vancouver

#### *In-text Citation*

XXXXXX (1) XXXXX XXXXXX XXXXXX XXXXX XXXXX XXXXX (2) XXXXX (3)

#### *Bibliographical references*

##### [Monograph/Books]

1. Carlson BM. Human embryology and developmental biology. 4th ed. St. Louis: Mosby; 2009. 541 p.

##### [Article of a journal]

2. Mitchell GF, Pfeffer MA. Evaluation and management of patients with uncontrolled systolic hypertension: is another new paradigm really needed? Am Heart J. 2005 May;149(5):776-84

##### [Article of an online journal]

3. Turale S. An explorative study of Australian nursing scholars and contemporary scholarship. J Nurs Scholarsh [Internet]. 2011 Mar [cited 2013 Feb 19];43(1):89-96. Available from: <http://search.proquest.com.ezproxy.lib.monash.edu.au/docview/858241255?accountid=12528>

##### [Website]

4. Diabetes Australia. Diabetes globally [Internet]. Canberra ACT: Diabetes Australia; 2012 [updated 2012 June 15; cited 2012 Nov 5]. Available from: <http://www.diabetesaustralia.com.au/en/Understanding-Diabetes/Diabetes-Globally/>.

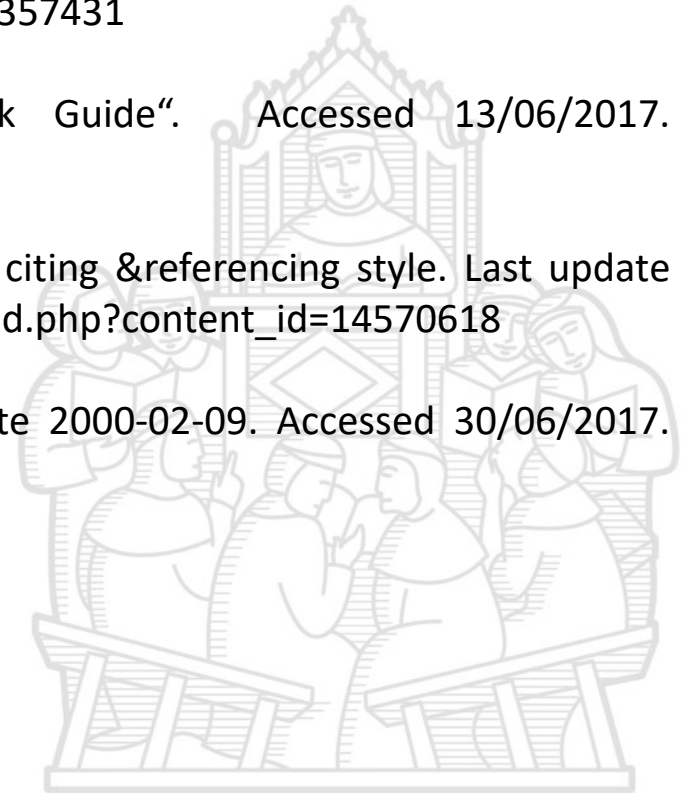
## Some bibliographical references for citation styles

The Davidson College Library . "Citing Sources: Getting Started". Last update: 10/01/2017. Accessed 12/06 2017. <http://davidson.libguides.com/c.php?g=349327&p=2357431>

University of Chicago Press. "Chicago-Style Citation Quick Guide". Accessed 13/06/2017. [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

Monash University Library. Quick reference guide to Vancouver citing &referencing style. Last update 9/06/2017. Accessed 12/06/ 2017. [http://guides.lib.monash.edu/ld.php?content\\_id=14570618](http://guides.lib.monash.edu/ld.php?content_id=14570618)

Gnoli, Claudio. Le citazioni bibliografiche, AIB-WEB. Last update 2000-02-09. Accessed 30/06/2017. <http://www.aib.it/aib/cintr/gnoli2.htm> .

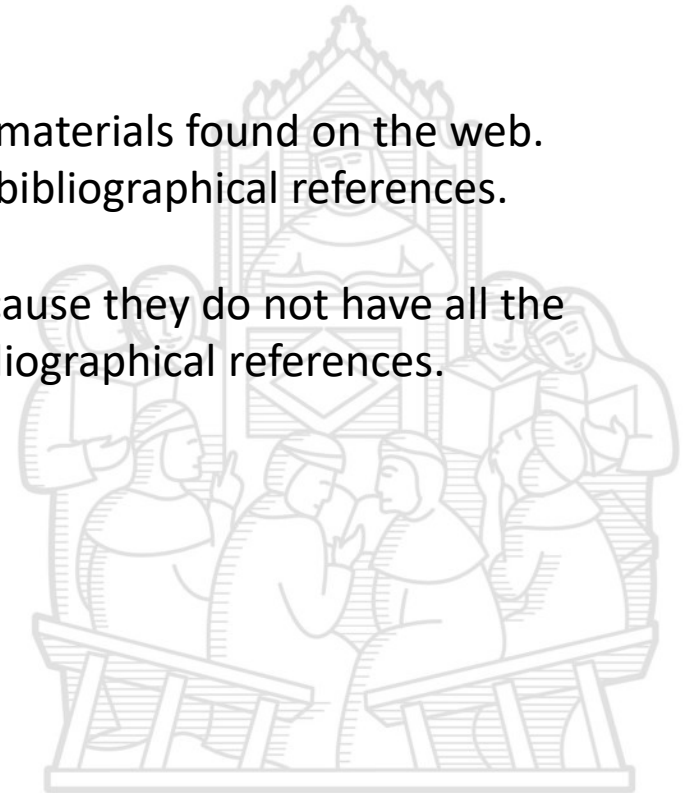


## 4. Websites

### Citations from the Internet

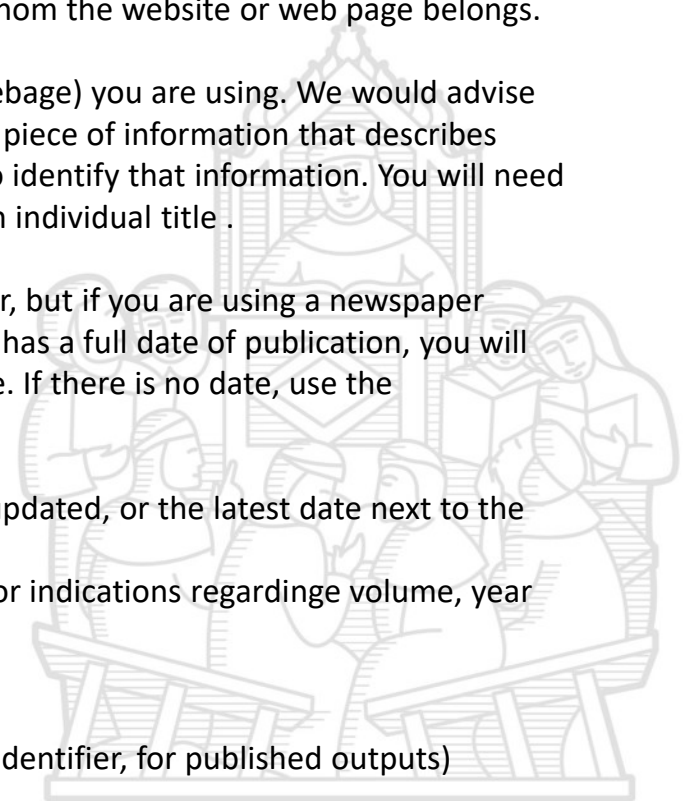
It is more and more frequent to use documents and materials found on the web. It is advisable to list them separately from the other bibliographical references.

These references differ from the traditional ones because they do not have all the elements needed for the description of standard bibliographical references.



## The rule is to provide all available information among the following:

- Author/editor
  - this means the primary (main) person who produced the item you are using. If you are using a website or web page, and there isn't an author, you can use what is called a 'corporate author'. This will usually be the name of the organisation or company to whom the website or web page belongs.
- Title
  - this means the primary (main) title of the item (website or webpage) you are using. We would advise common sense in this situation – you have to identify the key piece of information that describes what you have used, and will allow the reader of your work to identify that information. You will need to use the title of the website if the web page doesn't have an individual title .
- Date of publication/broadcasting/recording
  - this means the date the item was produced. It is usually a year, but if you are using a newspaper article, an email, or a television recording and if the webpage has a full date of publication, you will have to include a full date (day/month/year) in your reference. If there is no date, use the abbreviation n.d.
- Last update
  - usually the current year, the year when the website was last updated, or the latest date next to the copyright statement/ symbol
- Specific information on the publication (editions or special versions or indications regarding volume, year or file)
- Layout
- Place of publication and name of the editor
- URL (permanent website or webpage address) o DOI (Digital Object Identifier, for published outputs)
- Last date of access



## 4. Website: some examples

### Chicago A

*Footnote:* "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.

*Footnote:* "About Yale: Yale Facts," Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>

*Bibliographical reference:* "Economia oggi". Accessed 06/07/2017 . Available from <http://www.economiaoggi.it/>

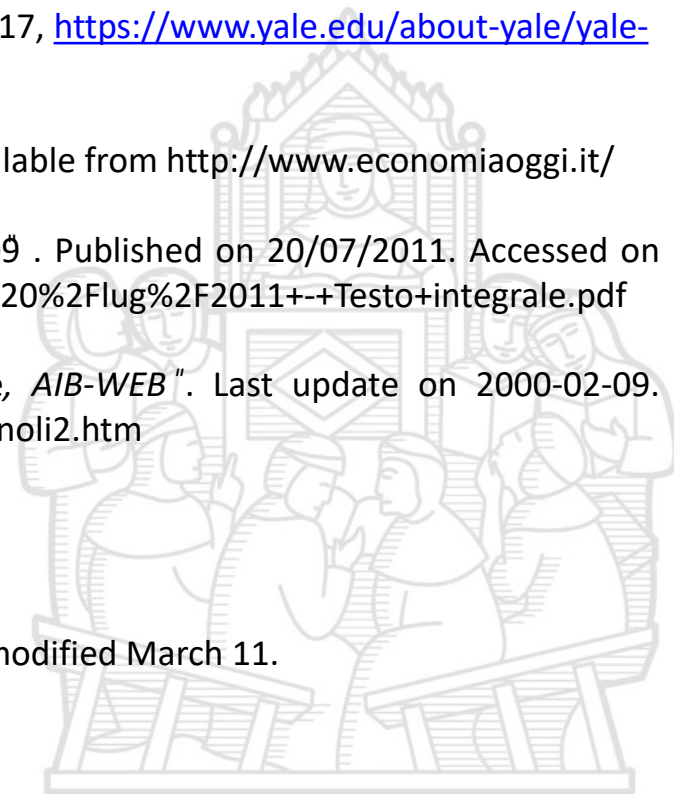
*Bibliographical reference:* Istat. "Trasferimenti di residenza, anno 2009 . Published on 20/07/2011. Accessed on 28/06/2017. Available from <http://title=Trasferimenti+di+residenza+-+20%2Fflug%2F2011+-+Testo+integrale.pdf>

*Bibliographical reference:* Gnoli, Claudio. "Le citazioni bibliografiche, AIB-WEB". Last update on 2000-02-09. Accessed on 12/06/2017. Available from <http://www.aib.it/aib/cintr/gnoli2.htm>

### Chicago B

*In text citation:* .....(Google 2009)

*Bibliographical reference:* Google. 2009. "Google Privacy Policy." Last modified March 11. <http://www.google.com/intl/en/privacypolicy.html>.





## 4. Website: some examples

### Vancouver

*In text citation:* ....(1)...

*Bibliographical reference:* 1. Diabetes Australia. Diabetes globally [Internet]. Canberra ACT: Diabetes Australia; 2012 [updated 2012 June 15; cited 2012 Nov 5]. Available from: <http://www.diabetesaustralia.com.au/en/Understanding-Diabetes/Diabetes-Globally/>.

### Harvard

*In text citation:* (European Space Agency, 2015)

*Bibliographical reference:* European Space Agency. (2015) *Rosetta: rendezvous with a comet*. Available from: <http://rosetta.esa.int> [Accessed 15th June 2015].

### APA

*In text citation:* (Kraizer, 2011)

*Bibliographical reference:* Kraizer, S. (2011). Preventing bullying. Retrieved from <http://safecild.org/categoryparents/preventing-bullying/>

