

**Guidelines for the Thesis for the Ph.D. program in
Models and Methods for Material and Environmental Sciences
University of Modena and Reggio Emilia**

A doctoral thesis is to all intents and purposes a publication and must have all the characteristics of this. In particular, it must have a structure and be in compliance with the Copyright. The thesis must present the research project developed during the three-year doctorate in a coherent and structured way.

The thesis should contain the following chapters:

- Front page (template provided)
- Dedication (*facultative*)
- Table of contents (indicating the page of start of each chapter and eventual subchapters)
- Abstract
- Abbreviations (*facultative*)
- Introduction
- Aims
- Materials and Methods
- Results
- Discussion
- Conclusions and Perspectives
- References
- Acknowledgements
- Appendixes (*facultative*)

These elements do not necessarily translate into a predetermined index of the chapters, which can instead be more flexible according to the needs of content and writing. The text, data and figures of the publications can be included in the thesis with the permission of the Publisher. Most Publishers authorize this type of use but please check it from time to time. This authorization protects the student from any negative result detected on some parts of the thesis by the anti-plagiarism system used by our University or other databases. When a chapter or part of the thesis contains large extracts from a publication, it is advisable to insert a note (for example at the beginning of the chapter) declaring the fonts from which the extract come from.

It is possible to produce theses collecting a series of papers (published or submitted for publication) by the doctoral student ("paper collection" type thesis) but these must be preceded by a general introduction, concluded with a discussion chapter, conclusions, and Perspectives sections as defined in the guidelines above. In this case, the central chapters of the thesis will be made up of the individual publications. It is recommended not to use the journal format (normally the Publisher's format cannot be used) but to use another consistent format for the entire thesis. This thesis type should be chosen if the candidate has published at least one paper as first author. Moreover, since often the manuscripts are co-authored, it is also necessary to specify the PhD student's contribution to the publication.

Specific guidelines regarding the formatting of the thesis are reported below:

- **Cover:** please use the attached cover template. It is possible to insert an image descriptive of your work.

- **Paper format:** It is suggested to use the standard A4 (210 × 297) or B5 format (176 × 250 mm) and set the margins as: 2,5 cm left, 2 cm top, bottom and right;
- **Size & line spacing:** The text should be character size 11 with single spaced lines. Text must be justified. Paragraphs must be separated by 12 points above and 6 points below;
- **Font:** Your choice between Times New Roman, Nimbus Roman or Arial;
- **Tables & pictures:** Insert tables, graphs and other images directly where they belong in the text. Tables should always be on one page, never divide a table between different pages;
- **Pagination:** The text should be paginated throughout (including notes, bibliographies, annexes), with page numbers in the footnote, in the middle of the page. The page numbering (Arabic) should start with page 1 on the first page of the Abstract. Each page of each chapter must contain the name of the chapter in the header;
- **Table of contents:** Use capital letters, highlighting or indenting to differentiate between main and sub-chapters. Page numbering should appear always in the same size.
- **Citation Style:** References should be in the Vancouver (https://en.wikipedia.org/wiki/Vancouver_system) or APA style (<https://www.mendeley.com/guides/apa-citation-guide>).

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