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Iscte presentation and graphic
harmonization rules for *Master*
dissertation/project and *PhD* thesis

(Approved by the Scientific Council of Iscte on May 19th 2020)

Introduction

This document defines the norms that ought to be followed in the dissertations or project works for Master degrees and PhD theses carried out at Iscte – University Institute of Lisbon. This document takes into account the specificities of the various disciplines that are part of the institution, reflected in the respective graphic norms for academic works. This document also tried to ensure that the standardization of the academic works (in external presentation and structuring) would have a minimal impact in the different Schools. Additionally, the document contemplates the new image of Iscte, with the due adaptations of the cover, sub cover and spine.

1. Structure of Academic Work

The dissertation, project work, thesis or compilation of articles should present the following elements, in this order:

- i. Cover: according to the contents detailed in Annex 1 (Master) and Annex 2 (PhD). It features the Iscte logo and, if the work is done in co-tutelle with another institution, the logo of that institution. If a printed paper version is required, the cover must be in white cardboard and the binding made with glue. For the latter situation, Annexes contain the model of the spine.
- ii. Sub cover: it has the same content as the cover, differing only in the logo, now displaying the logo of the School. In case of co-tutelle, the logos of the schools or institutions involved should appear on the sub cover, side by side (see Annex 1 or 2). Note: For Master degrees based at Iscte, but not at one of its Schools, the sub cover is dispensed, if they are not performed on a co-tutelle.
- iii. In the case of a PhD thesis, the sub cover of the final version should indicate the jury, and not the supervisors, as indicated in Annex 2, maintaining, however, the logo(s) as in the previous point.
- iv. Dedication, acknowledgements, and references to funding, if any.
- v. Abstract in Portuguese with a maximum of 250 words, with 3 to 6 keywords and, if applicable, 2 classification codes.
In the case of the Department of Social and Organizational Psychology, 2 of these keywords should be classifications by the APA (PsyclNFO Classification Categories and Codes).
In the case of the Department of Political Economy and IBS, the classification codes are taken from the JEL Classification System.
- vi. Abstract in English with a maximum of 250 words, with 3 to 6 keywords and, if applicable, 2 classification codes.
- vii. Indices:
 - General Index
 - Table of contents and figures (if applicable or justified)
- viii. Glossary (if applicable):
 - Glossary of acronyms
 - Glossary of symbols
- ix. Body of text:
 - General case:
 - Introduction
 - Chapters 1, 2, 3, ..., n
 - Conclusion
 - PhD Thesis based on articles:
 - Introduction
 - Articles 1, 2, ..., n ($n \geq 3$; each article corresponds to one chapter)
 - Conclusion
- x. Sources: Legislation, Regulatory Decrees, Ordinances, Orders, Archive Documents, Press, Visual Sources, or other sources of information.

- xi. Bibliographical references.
- xii. Annexes (A,B,C...).

Department of Architecture (DA):

In the case of the Department of Architecture, two volumes must be delivered. Volume A is the Project Booklet that follows the structure and indications defined above. Volume B is a Polyptych A1, in PDF format, consisting of 5 to 6 panels with a minimum resolution of 300x300 dpi.

2. Graphic Composition

2.1 Font, spacing and other rules

- i. Type and font size: Times New Roman 11 or 12, or Arial 11 or Calibri 11.
- ii. The text should be written in black, and the figures and pictures may be in color. In the paper version, when available, the text should be printed on white A4 paper of 80 grams or equivalent recycled paper and, mandatorily, on both sides.
- iii. Margins: 2.5 cm on all four sides.
- iv. Spacing (text): 1.5 lines, with justified text.
- v. The cover, sub cover and spine shall follow the instructions in Annexes 1 or 2.
- vi. Writing: the text should be consistently written in UK English or US English.
- vii. Formatting the text: the change of paragraph in the text is marked with an entry of 0.7 cm at the beginning of the first line of the second paragraph, i.e. in the second paragraph after the title or subtitle. The first paragraph after the title or subtitle has no entry. There is no additional spacing between paragraphs. The headings or subheadings of the same chapter are separated by a blank line (enter). Additionally, underlining should be avoided; bold should only be used for titles or subtitles. Italics should be used to mark a concept or strong idea.
- viii. The dedication, acknowledgements, sources of funding, abstracts, index(es) and glossary should, like the chapters, bibliography, sources and annexes, start on a single page.
- ix. Pagination: excluding the page of the dedication, which should not have a number, the pages should be numbered in lowercase Roman numerals, i, ii, ..., etc and appearing after the sub cover, until the beginning of the text. From then on, the numbering is done using Arabic numerals, consecutively until the end. In any case, the page number is shown at the bottom outside, i.e. left on even pages and right on odd pages, at a distance of 1.25 cm from the end of the page.
- x. Header: optionally, a header with the abbreviated title of the dissertation / thesis (running title) can be included.
- xi. Footnotes should be inserted with automatic numbering. The font size should be 1 point smaller than that used in the text, with one line spacing and a 0.4 cm entry (hanging paragraph) on the second line of the note (if any), in order to differentiate them spatially. There is no spacing between the notes.
- xii. Fonts and references are entered at the end of the text (before the appendices) and must respect the rules defined in Section 3. They are written with the same type and font size as the text, with only one line spacing and with an entry of 0.7 cm ("hanging" paragraph or hanging) on the second line (if there is one), in order to differentiate them spatially. There is no additional spacing between references.

2.2 Tables and figures

Figures are diagram, map, drawing or other representations of the same nature and tables contain numerical or qualitative data. The pictures and figures should preferably appear next to the main text where they are invoked. Both representations are numbered in an indexed manner to the chapter (e.g. Table 2.3 for the 3rd table of Chapter 2, or Figure 7.5 for the 5th figure of Chapter 7) and a legend describing their content. The captions of the pictures appear at the top, justified as the text, and that of the figures below and centered being, in any case, self-explanatory.

2.3 Equations and formulas

Equations or other mathematical formulae should be highlighted and numbered in brackets using Arabic numerals. The numbering may or may not be indexed to the chapter. For example:

$$a = \sqrt{b^2 + c^2} \quad (3.5)$$

would be the 5th equation in Chapter 3, or

$$a = \sqrt{b^2 + c^2} \quad (4)$$

the 4th work equation. In any case, the equation must be centered and its reference adjusted to the right, as indicated.

2.4 Annexes

The annexes must be identified by the letters A, B, ... etc. (Annex A, Annex B, ...) and have the same status as the chapters.

3. Bibliographical References and Sources

Sources and bibliographical references are listed at the end of the text, before the Annexes. The rules for writing and quoting them in the text depend on the School and on the Departments where the Masters or PhDs are based, as shown in the table below.

School	Rule
ECSSH – School of Social Sciences	
Department of Social and Organizational Psychology	APA
Department of Political Economy	Harvard
Department of Antropology	ISO 690 e ISO 690-2
ESPP - School of Sociology and Public Policy	
Department of History	ISO 690 e ISO 690-2
Other Departments	Harvard ou APA
IBS – Iscte Business School	APA
ISTA – School of Technology and Architecture	
Department of Architecture	ISO 690, NP 405, Harvard ou APA
DCTI	IEEE

Each School should exemplify how to write the bibliographical references for the most frequent cases and sources and also indicate how to quote them either in the narrative or in parenthesis. In any case, the internet site of the adopted style should be provided.

4. Dimension of Work

The size of the final work depends on the School or Departments, as explained in the table below. The numbers in columns 2 and 3, identified by Master and PhD, refer to the maximum number of pages, excluding bibliographical references, sources and Annexes; the exception applies to the Department of Architecture, where the maximum number of words is recommended.

Escola	Master	<i>Doutoramento</i>
ECSH – School of Social Sciences		
General case:	80	300
Exceptions:		
Master in Monetary and Financial Economics	45	
Master in HR Development Policies	45	
ESPP - School of Sociology and Public Policy		
Department of Sociology	40	300
Department of Political Science and Public Policy	40	300
Department of Social Research Methods	40	
Department of History	100	350
Exception: Master in International Studies	60	
IBS – Iscte Business School	50	250
ISTA – School of Technology and Architecture	50	150
General case:	60	200
Exception: Department of Architecture	10.000 (words)	

5. Documents to Deliver

5.1 PhD

5.1.1. in digital format and support:

- i) Final and complete version of the thesis (PDF file);
- (ii) Curriculum vitae (PDF file);
- iii) Summary of the thesis, including the indication of three to six keywords, in Portuguese and English (Word file).
- iv) Proposal for a Press Release, up to three pages of text disseminating the most relevant results of the study, from a perspective of comprehensive communication of science.

5.1.2. in printed form:

- (i) Request to the Rector of Iscte for a public exam;
- (ii) Declaration of honor;
- (iii) Statement by the Supervisor(s) attesting that the thesis is capable of being defended in public exam;
- iv) Declaration for the Library;
- v) After defense, printed version of the thesis for deposit in the National Library.

5.2 Master

All statements have been dematerialized and are filled in at the academic management platform, Fenix, either by the student or by the other participants, supervisor, program director, members of the jury.

Elements to be submitted/filled by the applicant

- i) Upload the full version in PDF format;
- ii) Insert in specific field summaries in Word format (in English and Portuguese);
- iii) Upload the CV (according to the school rules);
- (iv) Fill in the declaration of honor at Fenix;
- v) Fill out at Fenix the request addressed to the Rector of the Iscte to carry out proofs of defense of the dissertation or project work;
- vi) Fill in at Fenix the Declaration for the Library;
- (vii) In the case of an embargo request, upload the request to the Scientific Council with a statement of the entity/justification of the embargo, the embargo period and identification of the confidential material.