

Master degree LM-49
Guidelines for the writing of the graduation thesis
used in the seminar “How to write a dissertation”,
are a general reference for students.

Each thesis supervisor may make changes or adjustments in accordance with his/her didactic autonomy

The **Master’s thesis** is a dissertation of approximately 80-100 sheets, including any appendices. The thesis must be written in *Word* format, printed on both sides of the paper and must contain:

- Title page (since it is utilized for every degree course, it can be downloaded from the Unimc website)¹;
- Table of contents;
- Introduction;
- Text of the paper (structured into chapters that can be possibly divided into paragraphs);
- Conclusions;
- Appendices, if any (documentary, iconographic, etc.);
- Bibliography.

Layout

The didactic regulation establishes that every sheet of the thesis must be “of medium density”. This characteristic can be achieved by following the formatting criteria as detailed below:

- Font: 12 (Times New Roman, Arial, or Calibri, as instructed by the professor);
- Line-spacing: 1,5;
- Left, right, upper, and inferior text margins: 2;
- Thesis binding: 0,5.

The text must have a justified alignment and the first line must be 0,5 indented.

Footnotes

Footnotes must follow their own formatting criteria as described below:

- font: 10,
- single line-spacing,
- justified alignment.

Footnotes must be inserted at the bottom of the page with progressive numbering in Arabic numerals; numerical references to footnotes must be inserted before any punctuation marks and without leaving spaces. E.g.: [...] as claimed by Chomsky¹.

N.B.: Footnotes always end with a full stop.

N.B.: On the contrary, chapter/paragraph titles should never be closed with a full stop.

¹ The title page can be downloaded at the following link: <http://sfbct.unimc.it/it/didattica/organizzazione-della-didattica/esami-di-laurea-1/modulistica-e-pagine-correlate/119-frontespizio-nuova-modalita/view> (last access: 20th January 2021) or together with the set of forms concerning the dissertation.

Punctuation

Punctuation marks (full stop; semicolon; colon; question mark or exclamation mark; ellipsis) are always followed, and never preceded, by a blank space. E.g.: of paper; each ream... (*not*: of paper; each ream).

Ellipses “(...)” always consist of only three dots. When they are utilised for a suspension of speech, they are never preceded, but always followed, by a space. E.g.: I wasn't sure before... but I am now.

N.B.: Dashes (-) are used to highlight an aside - as if they were brackets - and are always preceded and followed by a blank space. On the contrary, hyphens (-) are used to join two related words (e.g.: the Italian-English vocabulary), for compound words (technical-scientific lexicon; post-war period), to indicate a time span (in the decade 1880-1890), and to indicate a span of pages (pp. 151-180). Hyphens are never preceded or followed by a space.

N.B.: If the sentence ends with “etc.”, “ecc.” or with an exclamation/question mark, a full stop is never added. Example: *never* etc. - or - *never* etc.

Italics

Within the text is highly recommended not to underline words, neither to use the bold type, but use italics for foreign words (eg: *governance*; *brochure*; *in primis*), unless they belong to the everyday language (eg: film, poster, status);

Quotation marks/Inverted commas

Quotation marks/Inverted commas are utilised to emphasize words.

Quotations

Quotations may be direct or indirect. In the first case, the quotation consists of the precise original words, whereas in the second case, the original text is summarised or paraphrased. In both cases, a footnote reference to the cited work is not only necessary, but it also appears in the bibliographical references at the end of the dissertation.

Quotations of less than three lines must be included in the text and must be written between inverted commas (“...”) with the font used for the text of the dissertation, whereas quotations longer than three lines must be transcribed using a 11 font and between two blank lines.

Any omitted word of the original sentence must be signalled with the *omissis*, namely three dots between square brackets: [...]. Furthermore, a sentence can't ever begin or end with the *omissis*.

Example (numerical system):

Sulla contemplazione dell'opera d'arte, Bertini Calosso scriveva nel 1936 che essa

educa l'animo al culto per i valori dello spirito sopra di ogni calcolo materiale e apre la mente alla comprensione di rapporti prima non preveduti, tra noi e le generazioni passate, nel mondo delle significazioni ideali. All'anima stanca e

disillusa le cose belle recano il conforto d'un'espressione ultrareale [...], creando la più positiva delle uguaglianze a dispetto di ogni crudeltà della vita².

Example (author-date system):

Sulla contemplazione dell'opera d'arte, Bertini Calosso scriveva nel 1936 che essa

educa l'animo al culto per i valori dello spirito sopra di ogni calcolo materiale e apre la mente alla comprensione di rapporti prima non preveduti, tra noi e le generazioni passate, nel mondo delle significazioni ideali. All'anima stanca e disillusa le cose belle recano il conforto d'un'espressione ultrareale [...], creando la più positiva delle uguaglianze a dispetto di ogni crudeltà della vita (Bertini Calosso, 1936, 4).

Quotations in the footnotes

Quotation criteria can be found in the two Guides drafted thanks to the Bibliorienta service organized by the University Library System:

- 1) bibliographic citation. Numerical system;
- 2) bibliographic citation. author-data system - APA Style;

Both can be found at the following webpage: <http://biblioteche.unimc.it/it/servizi/corsi-sulla-ricerca-bibliografica/tutorial-1>

The thesis supervisor will specify which of the two systems to adopt.

Quotations from web resources

È necessario riportare le risorse in rete consultate nella Bibliografia.

Tra le risorse web sono da includere articoli su rivista o giornale, contributi in volume miscelaneo disponibile in rete (per cui seguire le regole per il cartaceo cui aggiungere le indicazioni suddette su indirizzo e data di consultazione), post in blog e pagine in sito web. Per questi ultimi, indicare sempre l'autore, se presente, il titolo della risorsa, della pagina o del sito/blog.

In order to report quotations from web resources correctly, it is highly recommended to indicate the website address in angle brackets: <<https://...>>, followed by a comma, by the date of the resource (if known) and the complete date (dd.mm.yyyy) of the last visit of the website.

All the web resources consulted must be reported in the Bibliography.

Web resources may include articles in journals and newspapers, essays in anthologies that are available on the web (to insert this kind of resources in the bibliography, students must follow the instructions for the printed books adding the aforementioned rules about the web address and the date of last consultation), blogs and website pages. For the latter, always indicate the author, if any, and the title of the resource, page or website/blog.

² A. Bertini Calosso, *Conoscenza e difesa del patrimonio artistico (Prolusione al corso di Istituzioni di Diritto Artistico tenuta 13-5-1936 presso la Facoltà di Scienze Politiche dell'Università degli Studi di Perugia)*, Rivista Italiana per le Scienze Giuridiche, N.S., XII, fasc. II (1937), pp. 3-25.

Examples:

Elisa Bernard, *Art and Archaeological Fakes on Display: Forty Years of Temporary Exhibitions (1915-1955)*, Il capitale culturale. Studies on the value of Cultural Heritage, N° 22 (2020), pp. 275-314, <<http://riviste.unimc.it/index.php/cap-cult/article/view/2341/1776>>, 24.01.2021.

Concetta Damiani, *Per una nuova concezione di descrizione archivistica. Qualche riflessione*, in G. Di Marcantonio e F. Valacchi (a cura di), *Descrivere gli archivi al tempo di RIC-CM*, Macerata, eum, 2018, pp. 117-125, <http://eum.unimc.it/it/index.php?controller=attachment&id_attachment=1231>, 24.01.2021.

Paola Somma, *La serrata di Venezia*, Emergenza Cultura, 1 gennaio 2021, <<https://emergenzacultura.org/2021/01/01/la-serrata-di-venezias/>>, 24.01.2021.

Storia dell'educazione, UniMc nel progetto internazionale, Università di Macerata, 22 gennaio 2021, <<https://www.unimc.it/it/unimc-comunica/news/uninova/storia-dell2019educazione-unimc-rappresenta-l2019italia-nel-progetto-internazionale>>, 24.01.2021.

Appendices (if any)

The iconographic or documentary appendices must contain enumerated elements (images or texts) which reference must be reported in the text (*esempio del rinvio*: Fig. 12). Each reproduced image must be appropriately captioned, and the professor will provide the relative specificities (e.g.: photographic portrait, museum artwork, building, etc.).

Example of a final bibliography: numerical system

Gianfranco Bandini (a cura di), *Manuali, sussidi e didattica della geografia. Una prospettiva storica*, Firenze, Firenze University Press, 2012.

Annalisa Frisina, *Giovani musulmani d'Italia*, Roma, Carocci, 2007.

Annalisa Frisina, *Razzismi contemporanei*, Roma, Carocci, 2020.

Paola Somma, *La serrata di Venezia*, Emergenza Cultura, 1 gennaio 2021, <<https://emergenzacultura.org/2021/01/01/la-serrata-di-venezias/>>, (24.01.2021).

Example of final bibliography: Author-data system

Bandini, G. (A cura di). (2012). *Manuali, sussidi e didattica della geografia. Una prospettiva storica*. Firenze: Firenze University Press.

Frisina, A. (2007). *Giovani musulmani d'Italia*. Roma: Carocci.

(2020). *Razzismi contemporanei*. Roma: Carocci.

Somma, P. (2021). *La serrata di Venezia*. Emergenza Cultura, 1 gennaio 2021, <<https://emergenzacultura.org/2021/01/01/la-serrata-di-venezias/>>, (24.01.2021).