



Format and Style Guidelines for Doctoral Dissertations

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Introduction

Read these guidelines carefully before preparing your doctoral dissertation. If you have questions about these guidelines, please contact the Doctorates' Office by email (spg-d@ufp.pt).

These guidelines do not require to be exhaustive. For specific questions of style, please use the most recent edition of the style manual used in your field (*The MLA Style Manual*, *The American Psychological Association Style Manual* etc.).

If you note any inconsistency between the style manual and these guidelines, the latter will take precedence.

I. General content and organization

1.1. Page order

All pages of the doctoral dissertation must be formatted correctly, be clear and legible. Please do not forget to see the sample at the end of this document. Before submitting copies to the Doctorates' Office make sure that all pages are present and in the following order:

1st - Title page

Must contain the following information:

- The candidate's name centered with 2 (two) spaces (single-spaced) from the top;
- The dissertation title, centered with 5 (five) spaces (single-spaced) from the name;
- The name of the institution centered at the bottom of the page;
- last line: place and year of submission of the dissertation.

2nd - Blank page

3rd - Repetition of the information in the title page

4th - Copyright

If you wish to copyright your dissertation, you must include a copyright page with the following information (centered and single-spaced) on the bottom of the page:

- © year;
- Full name (exactly as it appears on the title page);
- "ALL RIGHTS RESERVED".

Please do not forget to sign the Copyright Statement at the end of this document and submit it with the doctoral dissertation's copies.

5th - Informative page

This page must include your name, the title of the doctoral dissertation and your signature certifying the originality of the work. On the right-inferior corner must be written the following: “Doctoral dissertation submitted to the University Fernando Pessoa as a requirement for the Doctoral Degree in..., under the supervision of...”. The supervisor’s statement must be in a separate page.

6th - Abstract

The word “Abstract” must be centered with 7 (seven) spaces (single-spaced) from the top of the page. The abstract must not exceed 350 (three hundred and fifty) words and must be written in Portuguese, English and French (each abstract should be presented in a separate page).

7th - Dedication

The title “Dedication” must follow the precedent instructions.

8th - Acknowledgements

The title “Acknowledgements” must follow the precedent instructions.

9th - Table of Contents

The title “Table of Contents” must follow the precedent instructions. The table of contents must list all parts that follow it and cannot contain listings for the pages that precede it.

Be sure to include the bibliography and all the appendices, annexes and the page numbers at which these divisions begin, as well as the onomastic or didascalical indices, if they exist.

If the chapters contain subheadings of one or more levels (2.1, I, ii), include them in the Table of Contents.

10th - List of Figures, Maps, Surveys and Tables

Figures, maps, surveys and tables must have their own indices that will appear immediately after the Table of Contents. The title of these indices must follow the precedent instructions.

You must assign each figure, map, survey or table an Arabic numeral. If the title is more than one line length, you must use single space.

Do not forget that the name and the title must be exactly as they appear in the work.

11th - List of Abbreviations

When abbreviations are used, there must be a list to explain each one of them. Abbreviations must be put in alphabetic order with single space in each one of them and 1,5-space between them.

The title “List of Abbreviations” must follow the precedent instructions.

12th - List of symbols

The title “List of symbols” must follow the precedent instructions.

You can include this list in the List of Abbreviations, entitling it as “List of Abbreviations and Symbols”.

13th - Body Text

Beginning of the chapters, including:

- Introduction (if applicable)
- Text
- Conclusion

14th - Bibliography

The title “Bibliography” must follow the precedent instructions.

The organization of the bibliography must be readable.

15th - Onomastic Index

The title “Onomastic Index” must follow the precedent instructions.

16th - Didascallic Index

The title “Didascallic Index” must follow the precedent instructions.

17th - Appendices and Annexes

The titles “Appendices” and “Annexes” must follow the precedent instructions. You must include the lists numbered and follow the citations’ order.

If there are too many appendices or annexes (more than 50 pages), you should present them in individual volumes. The same will occur with figures and maps that are not directly relevant to the comprehension of the work.

II. Format

2.1. Margins

All the copies of the doctoral dissertation must have the following margins:

- Left: 3 cm
- Right: 3 cm
- Top: 3 cm
- Bottom: 2,5 cm

2.2. Font type and size

You must use font **Times New Roman** size **12**. Letters or numbers superscripts or subscripts, as well as footnotes cannot be under size **8**.

2.3. Spacing and justification

Text must be justified and 1,5-spaced, except in citations, notes, captions and long titles that must be single-spaced. Spacing between paragraphs must be double.

2.4. Header

The complete or abbreviated title of the work centered, in Times New Roman, size 10, must appear in all headers of the document with Arabic numerals.

2.5. Chapters and sub-chapters

Chapters must be numbered in upper case Roman numerals (i.e. “Chapter I”); sub-chapters, if they exist, must be numbered in Arabic numerals (i.e. “1.1.”); sub-headings, if there are any, must be numbered in lower case Roman numerals (“i.”).

2.6. Numbering of Pages

Use upper case Roman numerals (I, II, III etc.) on all pages preceding the first page of chapter one. The title page counts as page I, but the number does not appear, therefore the first page showing a number will be page VI.

Arabic numerals (1, 2, 3 etc.) start at the introduction and continue throughout the text and all the illustrations, notes and any other materials that follow. The first page of each chapter should be counted when the author paginates the dissertation, but should not be identified with any numeral.

Page numbers must be centered at the bottom of the page in Times New Roman and size 10.

If the document contains landscape pages, make sure that the page numbers nevertheless appear in the same place as they do on other pages for consistency.

2.7. Style rules

You may follow the dominant documentation style of your discipline:

- Association for Computing Machinery (ACM): Computer Sciences
- American Psychological Association (APA): Psychology
- Chicago: Communication Sciences and Social Sciences
- Harvard: Management
- Modern Language Association (MLA): Literature, Information Sciences and Social Sciences

This guide takes precedence over some discrepancies:

2.7.1. Footnotes and end notes

Place the footnotes at the bottom of the page. Single space footnotes that are more than one line long. If there is more than one footnote per page which are more than one line long, each footnote must be separated by a double space.

Use Arabic consecutive numerals in footnotes.

These notes do not reverse the author’s name. The sequence must be: author’s name (i.e. John) followed by his surname (i.e. Smith) - John Smith.

2.8. Printing and presentation

All final copies of your doctoral dissertation must be printed on white A4 paper and binded at University Fernando Pessoa’s *Secção de Textos*.

If you choose to print your work on both sides of the paper you must take into account that all sections must start in an odd page.

III. Submission

3.1. Requirements

You must deliver at the Doctorates' Office, counter receipt:

- the number of required copies of your doctoral dissertation ;
- plus a copy in digital format (the doctoral dissertation must be in **one** file in PDF and must include cover page, table of contents, text, appendices and annexes)
- This should be done at least until 120 (one hundred and twenty) days before the date planned for the final defense */viva*

After the presentation and approval of your doctoral dissertation, you must deliver at the Doctorates' Office:

- 1 (one) copy binded of your dissertation;
- and 3 (three) copies in digital format (the dissertation must be in **one** file in PDF and must include cover, table of contents, text, appendices and annexes) with the possible corrections suggested by the jury.

These copies will be distributed as follows:

- 1 (one) paper copy¹ and one digital copy² will be sent to the legal deposit at the Portuguese National Library³;
- 1 (one) digital copy will be sent to the GPEARI - Gabinete de Planeamento, Estratégia, Avaliação e Relações Internacionais do Ministério da Ciência, Tecnologia e Ensino Superior³ (Ministry of Science, Technology and Higher Education's Office for Planning, Strategy, Evaluation and International Relations);
- 1 (one) digital copy to UFP's library.

¹ Binded at UFP's *Secção de Textos*.

² The identification and the cover of the CD-ROM printed in UFP's *Secção de Textos*.

³ According to article 50th of the Decree no. 74/2006, March 24th.

IV: Checklist

Title page

- Is the information presented as required?
- Your name and dissertation's title are centered?
- After this page is there a blank page and another with the same information as this one?

Copyright page

- Are you including this page to protect your copyright?

Informative page

- Does the title appear exactly as it does on the title page?
- Does it include the statement of your supervisor (and co-supervisor)?
- Does it include the name of your Doctoral Programme?
- Is the page signed by you?

Abstract

- Does the title appear exactly as it does on the title page?
- Each abstract has up to 350 words?
- Are the abstracts in Portuguese, English and French?
- Are the pages numbered in upper case Roman numerals?

Dedication and Acknowledgements (optional)

- Do the Dedication and the Acknowledgements each begin on a new page?
- Are the pages numbered in upper case Roman numerals?

Table of contents

- Do the titles, punctuation and page numbers of all entries match those used in the text?
- Are the pages numbered in Roman numerals?
- Does the Table of Contents appear after the Abstract (or after the Acknowledgements, if you include one)?
- Are the chapter pages in Arabic numerals?

List of figures, maps, surveys and tables; List of abbreviations and symbols

- Do the titles, punctuation and page numbers match those used in the text of your dissertation?

Introduction, chapters and conclusion

- Are the chapters numbered in upper case Roman numerals?
- Are the sub-chapters numbered in Arabic numerals?
- Are the sub-headings of the sub-chapters numbered in lower case Roman numerals?
- Is the first page (only) of each chapter not numbered?
- Is the text 1,5-spaced (except for citations, notes, captions and long titles)?
- Do you have double space between paragraphs?
- Have you numbered footnotes or end notes consecutively either within each chapter or throughout the work?

- Are the pages numbered in Arabic numerals?
- Do all page numbers appear bottom-centered on the page?
- If there is more than one footnote in the same page, are they double-space separated?

Bibliography

- Are all entries listed in alphabetical order?
- Are all entries single-spaced with a double space between entries?
- Are the pages numbered in Arabic numerals?

Onomastic and Didascalic indices

- Do these indices appear **after** the Bibliography?
- Do the titles, punctuation and page number match those used in the text?
- Are the pages numbered in Arabic numerals?

Appendices and Annexes

- Do the Appendices and Annexes show **after** the Bibliography and the Onomastic and Didascalic indices?
- Is each Appendix/Annex identified with a letter, number or title?

Submission copies of the doctoral dissertation

- Have you printed your dissertation in A4 white paper?
- Have you checked each copy to make sure that the pages are numbered correctly and in the proper order?
- Is each page clear and readable?
- Were the copies binded at UFP's *Secção de Textos*?
- Do you have one copy of the doctoral dissertation in one single PDF document in a CD-ROM?
- The identification and the cover of the CD-ROM were printed in UFP's *Secção de Textos*?
- The CD-ROM box was bought in UFP's *Secção de Textos*?
- Is the CD-ROM inside the box?

Final copies of the dissertation

- Do you have 1 (one) copy of your dissertation printed in A4 white paper?
- Have you checked that the pages are numbered correctly and in the proper order?
- Is each page clear and readable?
- Was this copy binded at UFP's *Secção de Textos*?
- Do you have 3 (three) copies of the dissertation in PDF format in three CD-ROM?
- The identification and the cover of the CD-ROM were printed at UFP's *Secção de Textos*?
- The CD-ROM boxes were bought at UFP's *Secção de Textos*?
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