

# Editorial guidelines for master thesis

## Dipartimento di Geoscienze

In this document you will find some guidelines on how to write your thesis. See also the proposed model as a reference.

As **basic characteristics**, to write your thesis you should use:

- Black font
- Allowed fonts: Free choice, do not use inappropriate fonts (i.e. Comic Sans, Broadway). Suggested fonts are Times new roman, Arial, Calibri
- Font size: 12 pti
- Line spacing: 1,5 ri
- Justified text

Discuss with your supervisor for further details (es. indents).

### **Margins:**

- Upper and lower: 3 cm
- Right and left: 3 cm

### **Page numbers:**

- Page numbers must be placed in the lower margin of the page, on the right and the left margins alternatively (see model)
- The first page (page no. 1) must correspond to the introduction
- The front page, the inscription page, empty pages do not have to be numbered. The abstract and the table of contents pages may be numbered with roman numbers

The **front page** must include:

- Logo and name of the University
- Scuola, Department and name of the Head of the Department
- "Tesi di laurea magistrale in ... (write the name of the Degree Course)"
- Title of the thesis
- Supervisor
- Co-supervisor (if any)
- Candidate name and matriculation number
- Academic year

The inscription page is optional and must follow the front page.

**Structure of the main text (IMRaD style: Introduction, Methods, Results and Discussion):**

1. Table of contents
2. Abstract
3. Introduction
4. Geological setting (if needed)
5. Methods
6. Results
7. Discussion

8. Conclusions and further developments
9. Appendices (if needed)
10. References
11. Acknowledgments (optional)

The table of contents and the abstract are interchangeable. Methods and results can be further subdivided into subchapters. Use the proposed model as a reference and discuss with your supervisor for further details (i.e. paragraphs, subchapters, etc).

### **Figures, tables and formulas:**

Figures and tables must always be described with a number and a caption. *Example: "Figure 1. Description", "Table 1. Description"*. Fig. and Tab. can be used as abbreviations. If present, mathematical formulas also must have a reference. *Example: Eq. 1.*

Figures and tables can be numbered progressively throughout the entire manuscript, or for each individual chapter, e.g.: in chapter 1, Figure 1.1, 1.2, 1.3...; in chapter 2, Figure 2.1, 2.2, 2.3... etc.

### **References:**

The bibliographic sources must be listed in alphabetical order, using the [APA](#) citation style, which includes, in the following order, authors, publication year, title, journal, number of the journal, pages, DOI. It is not mandatory to use this style (you can also use NATURE, Vancouver, etc), but it's recommended since it is the most used one in scientific papers. Example:

Violay, M., Passelegue, F., Spagnuolo, E., Di Toro, G., & Cornelio, C. (2019). Effect of water and rock composition on re-strengthening of cohesive faults during the deceleration phase of seismic slip pulses. *Earth and Planetary Science Letters*, 522, 55–64. <https://doi.org/10.1016/j.epsl.2019.06.027>

The references can be cited in the text:

- Indirectly: e.g. [...] as reported by Violay et al. (2019)
- Directly: e.g. paraphrase or "cited text" (Violay et al., 2019)

To see examples of previous works you can browse in the Thesis and Dissertation Padua Archive: <https://thesis.unipd.it>.

Hereafter, a **checklist** will help you verify if you forgot any detail before submitting your work to your supervisor.

### **Checklist for the final draft**

**(check these tips before sending the manuscript to your supervisor)**

- Is the front page correct?
- Did you perform a spell check with an auto-correct software?
- Are abstract and table of contents pages without numbers or numbered with roman numbers?
- Does page 1 correspond to the introduction?
- Does the first page of each chapter include a brief summary of the chapter's contents and goals?
- Do all figures and tables have sequential numbers?
- Are the tables numbered independently from the figures?
- Is there a caption for each figure and table?
- Are all the cited figures and tables present in the document?
- If any, do all mathematical formulas have a reference?
- Do you cite the source of every figure/table from other works that you added in your thesis?
- Are all the bibliographic references cited correctly?
- Have you reported all the information of your references correctly and in alphabetical order in the bibliography?
- Verify that acronyms, abbreviations, and special words are written consistently in the text (i.e. always write in the same way the abbreviations of the minerals Qz/Qtz/qz/Qz, or the acronyms of the employed analytical techniques FE-SEM/FESEM, ...)