UNIVERSITÀ IULM

Guidelines for Page Layout/Formatting Degree Thesis/Dissertation

Technical Information:
How to write a bibliography /
Reference management software /
Advanced Word features

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Library – Multimedia room

CONTENTS

Introduction

This document has been drawn up in order to help only with the formatting of the degree thesis/dissertation. All instructions regarding the methodology and structure of the thesis/dissertation (chapters, position of tables, acronyms, bibliographic sources, contents, indices) are the responsibility of the supervisor, to whom students must refer for detailed information.

Please refer to the following guides:

Faculty of Interpreting, Translation, Linguistic and Cultural Studies. Master's Degree Course in Specialised Translation and Conference Interpreting. – *Guide to writing the thesis for the Master's Degree in Specialised Translation and Conference Interpreting – Course in Specialised Translation and Course in Conference Interpreting* (available in the "Segreteria Online" [Online Office] in the restricted access area of the University website);

Faculty of Interpreting, Translation, Linguistic and Cultural Studies. Three-year degree course in Interpreting and Communication. – *Guide to writing the dissertation for the final examination.*

Di Fraia Guido. - *Guida alla stesura della prova finale* (IULM Community).

Barbarito Luca. - *Come fare una tesi di laurea o elaborato finale* (IULM Community).

Russo Vincenzo, Bustreo Massimo. - *Vademecum* (IULM Community)

Important

In addition to this document, students have at their disposal **a STYLE SHEET, a template (plus user's guide) aimed at helping students with the writing and structuring of the thesis/dissertation, resulting in the production of a document where the presentation is standardised and information can be hierarchised.**

It is possible to fix an appointment to take part in a workshop explaining how to use the style sheet.

The one-hour workshop is highly recommended in order to further benefit from the editing assistance service, if necessary.

The multimedia room declines all responsibility for any omissions or printing errors.

For detailed information on the workshop (content, times and appointments) download the online notice

For further clarification please contact Dr Ibrahima Mbengue, tel. 02-89141.2483, biblioteca.multimediale@iulm.it

General notes on formatting:

The Print Centre (*Centro Stampa*), in collaboration with the Students Office, will provide for the layout of the title page of the Degree Thesis / Dissertation. The title page will **faithfully** reproduce the title as previously registered and as approved by the Head of Faculty, and can be found on your personal page in the restricted access area of the Online Office (*Segreteria Online*).

Every detail of the title (punctuation, lower/upper case, foreign terms etc.) must be carefully checked by the students.

Important

The first two pages of the PDF file of the Degree Thesis/Dissertation must be **left blank**.
The Print Centre will use them for the title page and its reverse page.

Double-sided printing of the thesis.

The title page, the dedication and/or acknowledgements, the index, introduction, conclusions, appendix, bibliography and chapters must always be on odd-numbered pages (the pages on the right-hand side of the printed thesis and on the left-hand side of the screen, i.e. when selecting two-page View side by side in MS Word).

Proceed as follows, based on the examples below:

- If a chapter ends on an odd-numbered page (front) (e.g. **page 17**), the next page (reverse) should be left blank, but included in the page numbering (in the example, **page 18**). This allows the next chapter to start on a front page on the right-hand side, with an **odd page number** (in this case **page 19**). It is also recommended that the page number does not appear on the blank pages.

Example: double-sided printing of thesis

Reverse (even)   **Front (odd)**

16   17

(Last page of chapter 1)

Reverse (even)   **Front (odd)**

19
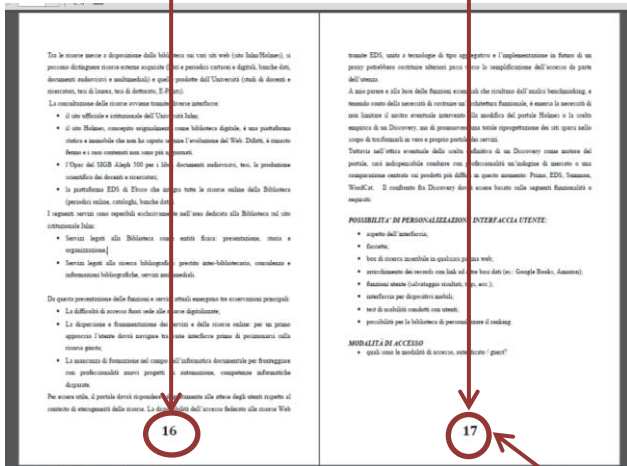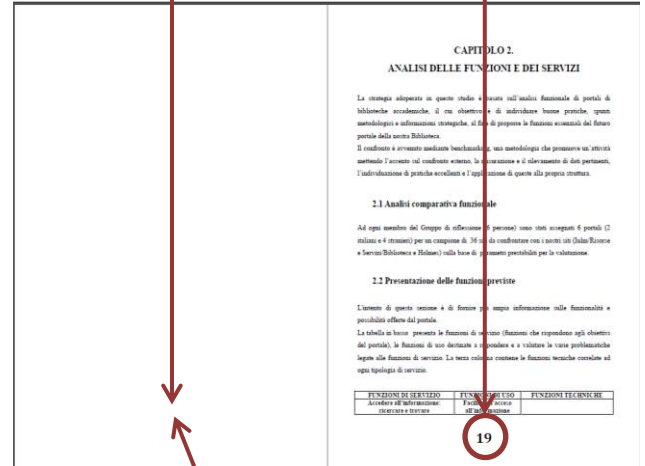
(blank page but counted as page 18)

- If the previous chapter finishes on an **even-numbered** page, e.g. **page 22** (reverse), the next chapter automatically begins on an **odd-numbered** page, **page 23**. Example:

Reverse (even)   **Front (odd)**

20   21

Reverse (even)   **Front (odd)**

22   23

(Last page of chapter 2, page 22)

Format

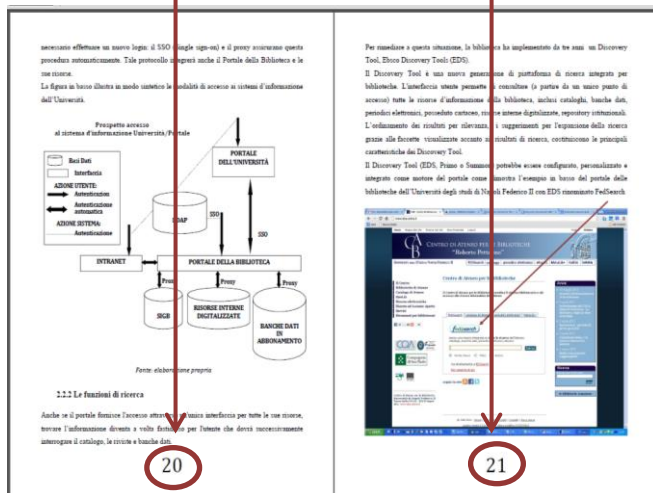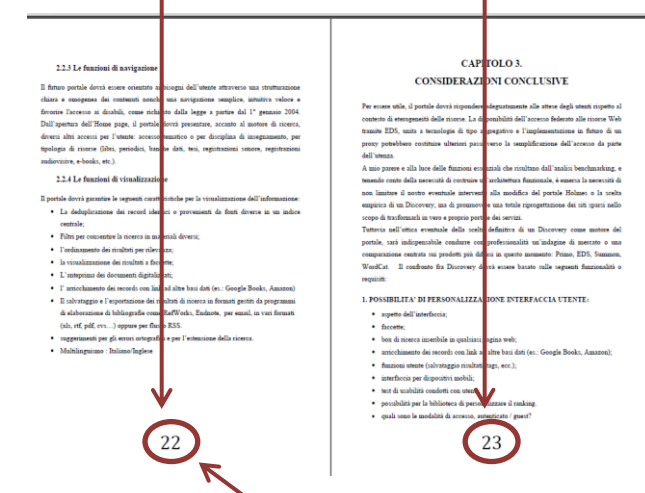All instructions regarding the methodology and structure of the thesis (chapters, position of tables, acronyms, bibliographic sources, contents, indices) are the responsibility of the supervisor, to whom students must refer for detailed information.

However, the following printing choices are recommended:

- Left/right margins **3 cm,** top/bottom **2.5 cm, justified text;**
- Sizes and fonts**:**
    - **12 pts for main body text for** Arial/Tahoma/Verdana/Ms Reference Sans Serif**;**
    - **12/13 pts for main body text for** Times New Roman**,** Garamond, Calibri;
- **1.5 line spacing;**
- All pages are to be numbered with the exception of the title page, the dedication and/or acknowledgements and the index.

Pictures

To avoid formatting problems when inserting pictures, the following procedures are recommended:

- Save the pictures in a standard format (preferably JPEG or TIFF) in a specially created folder;
- In MS Word, click on insert/pictures/from file and select the picture required from the saved folder. By double clicking on the picture you open the tool bar for making modifications (layout, size, colour, insert caption, borders etc.);

Colours

Do not insert effects such as shadow, bevel, outlines, colours into the page headings and numbers;

If the thesis contains black and white pictures, convert them to grayscale NOT to RGB;

Only write in 100% black, i.e. automatic black, and not registration black;

Avoid alternating use of Mac and PC or Word/Open Office/Pages.

Recommended Structure for the Degree Thesis / Dissertation:

1. TITLE PAGE

If it is necessary to provide details of fonts, special formatting requirements or other information regarding the title page, please write to: frontespizio@iulm.it

2. DEDICATION (Optional, not compulsory)

3. CONTENTS

4. INTRODUCTION

5. BODY TEXT

6. CONCLUSIONS

7. APPENDICES OR ANNEXES (Optional, not compulsory)

8. BIBLIOGRAPHY

9. ACKNOWLEDGEMENTS (Optional, not compulsory)

The position of the acknowledgements is at the discretion of the writer.
They can be inserted at the beginning (after the title page) or at the end of the thesis (on the last page immediately after the bibliography).

Converting final document to PDF

The Portable Document Format (PDF) ensures that the printed or displayed versions of the thesis maintain the desired format. The PDF format is therefore indispensable for the correct printing of the degree thesis/dissertation.

<u>Important</u>

If you do not have the PDF option, already present in Microsoft Word 2007 and subsequent versions, you will need to download and install **<u>PDFCreator</u>**.

Remember that to create a high-quality PDF document it is important to:

- ✓ Use intact fonts for creating documents ensuring that they are all active and not corrupt;
- ✓ Avoid **RGB** colour values in that they have been conceived for video displays and almost always offer colour solutions that do not conform with the original if converted to **CMYK**;
- ✓ Do not insert objects saved in non-standardised formats (opt for JPEG or TIFF); pictures must not contain layers;
- ✓ All the documents and images provided must have a resolution of **300 dpi**, suitable for **high-quality printing.** This regulation applies to both four-colour and grayscale images.
- ✓ Finally, to convert your work into PDF you need to use **<u>High Print Quality</u>** mode.

How to write a bibliography

A bibliography is a structured list of the documents consulted during the research (articles, books, websites, essays etc.). It allows the reader to verify the relevance and quality of the sources consulted or to study the subject in greater depth.

The bibliography is compiled according to precise rules that may vary according to the type of document (literary works, articles etc.) and the medium (paper or Internet).

Consisting of elements presented in a precise order (author, title, edition, etc.), the bibliography is placed at the end of the work or in an annex.

Reference management software

The main functions of reference management software are the collection, organisation and cataloguing of various types of documents. In addition it can help take notes and automatically format citations according to different bibliographic styles.

The main reference management software are: **Endnote**, **Reference Manager**, **RefWorks**.

There is also **free or open source software** such as **Zotero** (**Firefox plug-in**), **Biblioscape**, **Bibus**, **CiteUlike**…

With **Microsoft Word it is also possible to automatically create a bibliography** from the citations inserted by clicking on *Reference/Manage sources*.
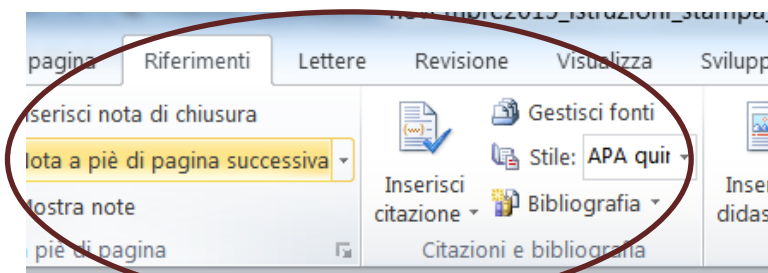
Examples:

The examples are based on the most widely used methods for compiling a bibliography based on **ISO 690**[1] and APA (American Psychological Association)[2] standards.

Printed works, Monographs

Method 1

SURNAME Name or Initials. *Title*. Place of publication: Publisher, Year of publication. No. pages

Example

> BARBARITO L. *L'analisi competitiva: metodologia e applicazioni*. Milano: FrancoAngeli, 2012.

Method 2

SURNAME Initials of name, (Date of publication). *Title*. Publisher, Place of edition. No. pages

Example

> BARBARITO L. (2012). *L'analisi competitiva: metodologia e applicazioni*. FrancoAngeli, Milano.

Book chapters

Method 1

SURNAME Name or initials. "Title of chapter". In: SURNAME Name or Initials. *Title of work*. Place of edition: Publisher, Year of publication, p. Pages-

Example

> SAINAGHI R. "Caso Alberto Bivio". In: INVERNIZZI G. (a cura di). *Letture, casi ed esercitazioni per l'insegnamento di Economia aziendale (fondamenti di economia aziendale): Corso di laurea in Scienze turistiche: Anno accademico 2000/2001*. Milano: Cooperativa libraia IULM, 2000, p. 59-69

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[1] An international standard issued by ISO (International Organization for Standardization) which establishes the rules for the transcription of bibliographical references relating to monographic and periodical publications, articles, chapters, etc.. It covers both printed and unprinted material.

[2] A system whereby the author's surname and the date of publication is given for quotations, with the full reference provided in the final bibliography.

Method 2

SURNAME 1 Initials, SURNAME 2 Initials, (Date of publication). "Chapter title". In: SURNAME 1 Initials, , *Title of work*. Publisher, Place of publication, Pages

SAINAGHI R. (2000). "Caso Alberto Bivio". In: INVERNIZZI G. (a cura di). *Letture, casi ed esercitazioni per l'insegnamento di Economia aziendale (fondamenti di economia aziendale): Corso di laurea in Scienze turistiche: Anno accademico 2000/2001.* Milano, Cooperativa libraia IULM, 59-69

Articles in periodicals

Method 1

SURNAME Name or initials. "Title of article" . *Title of periodical in italics*, Year, volume, issue, p. first page-last page

Example

SCRAMAGLIA R. "Love and the web". *European Review*, July 2002, Vol. 10 Issue 3 pp. 317-338

Method 2

SURNAME Name or Initials (Year). "Title of article". *Title of periodical in italics*, Volume in bold (n°), first page-last page.

Example

SCRAMAGLIA R. (2002). "Love and the web". *European Review*, 10 (3), pp. 317-338.

Theses – Academic works

Method 1

SURNAME Name or Initials. *Title of the thesis in italics*. Type of thesis/dissertation and discipline, Place of presentation: University, Year of presentation

Example

CANONICO Paolo. *Gli effetti organizzativi di Intranet: un approccio interpretativo*. Tesi di dottorato di ricerca in economia aziendale. Napoli: Università degli studi Federico II., 2003

For online theses add the wording **[online]** after the title. At the end of the citation insert the expression Available at URL address: <URL>. (Consulted on date).

Example

> CARRIERI Giuseppe. *Lo sguardo del (sul) bambino e sul bambino nel neorealista italiano* [Online]. Prova finale in Scienze e Tecnologie della Comunicazione. Milano: IULM, 2006 (Consultato il 18/07/2014).

Method 2

SURNAME Name or Initials, year of presentation. *Title of the thesis in italics*. Type of thesis / dissertation and discipline, University , Page number p.

Example

> CANONICO P. (2003). *Gli effetti organizzativi di Intranet: un approccio interpretativo*. Tesi di dottorato di ricerca in economia aziendale, Università degli studi Federico II.

Conference papers, seminars…

Method

SURNAME Name or initials. "Title of paper". In: SURNAME Name or Initials (edited by), *Title of conference in italics*, Place of conference, Date of conference. Place of publication: Publisher, Date of publication, first page-last page

Example

> Bettetini Maria. "Il lecito piacere della finzione artistica". In: *Le felicità nel Medioevo*: atti del 13. Convegno della Società italiana per lo studio del pensiero medievale, Milano, 12-13 settembre 2003. Louvain-la-Neuve : Fidem, 2005, 53-68.

Online resources

Online Books / Monographs

Method 1

SURNAME Name or Initials. *Title of work in italics* [Online]. Place of edition: Publisher, Year of publication. Pages. Available at URL address: <URL>. (Consulted on date)

Example

LESJAK M., BREZOVEC A., NEMEC RUDEŽ, H. *Innovative marketing of coastal destinations*. Koper: University of Primorska Press on behalf of Faculty of Tourism Studies, 2013. Disponibile all'indirizzo: http://www.hippocampus.si/ISBN/978-961-6832-45-8.pdf. (Consultato il 17/07/2014).

Articles from online periodicals

Method 1

SURNAME Name or Initials. "Title of article". *Title of periodical in italics* [Online]. Year, volume, issue (if present). Available at URL address: <URL>. (Consulted on date)

Example

LUKKA V., James, Paul T.J. "Attitudes toward Facebook advertising". *Journal of Management and Marketing Research* [Online]. 2014/14, p. 1-26.
Disponibile all'indirizzo: http://www.aabri.com/manuscripts/131602.pdf. (Consultato il 17/07/14)

Method 2

SURNAME Name or Initials (Date). "Title of article" . *Title of periodical in italics* [Online]. Volume (no.) (if present). Available at URL address: <URL>. (Consulted on date)

Example

LUKKA V., James, Paul T.J. (2014). "Attitudes toward Facebook advertising". *Journal of Management and Marketing Research* [Online]. n.14, p. 1-26.
Disponibile all'indirizzo: http://www.aabri.com/manuscripts/131602.pdf. (Consultato il 17/07/14)

Websites

Institution or SURNAME, Name (personal website). *Title of main page in italics* [Online]. Available at URL address: <URL>. (consulted on date)

Example

Università della Svizzera Italiana. Biblioteca universitaria Lugano. *Stile APA: sistema autore-data* [Online]. Disponibile all'indirizzo: https://it.bul.sbu.usi.ch/learning/apa_date. (Consultato il 17/07/14).

Website pages

AUTHOR or INSTITUTION. "Page title". In: *Title of main page/homepage in italics* [Online].

Date of publication (if present). Available at URL address: <URL>. (consulted on date).

Example

> Sciarra D. "Dieta Mediterranea patrimonio immateriale dell'Umanità". In: *Il cambiamento, dal virtuale al reale* [Online]. 30-11-2010. Disponibile all'indirizzo:
> http://www.ilcambiamento.it/articoli/dieta_mediterranea_patrimonio_unesco (Consultato il 218/11/19).

Online files

SURNAME Name or Initials. *Title of document* [Online]. Date of publication. Available in (specify format) on the Internet at the URL address: <URL>. (Consultated on date)

Example

> RUDDY David. *Metadata and Digital Library Development* [Online]. 2008. Disponibile in formato PowerPoint su Internet all'indirizzo https://www.loc.gov/catworkshop/courses/metadatadl/ppt/mdld-show-all.ppt
> (Consultato il 21/07/2014).

How to cite bibliographic sources

There are two methods;

- the first method consists in inserting the citation in footnotes (classical method) and is used especially in the Arts, Philosophy, Literature and History;
- the second method consists in inserting the citation in the body of the text (author-date method). This method is more common and is used in Natural Sciences, Social Sciences, Education, Linguistics and Management.

Examples for citations from books or articles in the footnotes

1) Books

Lavarini R. (2005). *Viaggiatori: lo spirito e il cammino*. Milano: Hoepli.

R. Lavarini, *Viaggiatori: lo spirito e il cammino*, Milano, 2005.

R. Lavarini, *Viaggiatori: lo spirito e il cammino*, Milano, Hoepli, 2005.

R. Lavarini, *Viaggiatori: lo spirito e il cammino,* Milano, 2005, 75 s.

R. Lavarini *Viaggiatori: lo spirito e il cammino,* Milano, 2005, pp. 75 ss.

Lavarini (2005), e.g.. in a recent study Lavarini (2005) maintains that... or (Lavarini, 2005) if the name does not appear in the phrase.

G. Fiorentino, Dalla fotografia al cinema, in G.P. Brunetta (a cura di), *Storia del cinema mondiale* v. 5, cit, pp. 43-80.

De Carlo M., Sainaghi R., *Destination Management. Letture e casi*, Milano, 2007.

If you refer to a chapter from a book on a specific topic in the thesis, the following wording can be used:

On this topic, see the whole of the second chapter of Proietti, P. *Paradossi del Novecento. Influenze e ricezioni letterarie*, Palermo, 2004, pp. 33-50.

In the footnotes a text is cited in its entirety only the first time; subsequently it must be cited in the following way:

R. Lavarini, *Viaggiatori: lo spirito e il cammino*, cit., p. 75.

If the same text is cited as in the previous note without changing the page reference: *ibidem*.

If the same author and the same book are cited but the page reference changes: *Ivi, p. 75*

2) Articles

P. L. Basso (2000). Fenomenologia della traduzione intersemiotica. *Versus, quaderni di studi semiotici,* 85, 199-216.

P. L. Basso. Fenomenologia della traduzione intersemiotica, in *Versus, quaderni di studi semiotici*, 85 (2000), pp. 199-216.

Or:

P. L. Basso, Fenomenologia della traduzione intersemiotica, in *Versus, quaderni di studi semiotici*, gennaio-dicembre 2000.

For further information on citations: http://www.aib.it/aib/contr/gnoli2.htm

Advanced Word Features (examples based on Word 2010)

How to create an automatic index

The **Styles/Modify styles** group allows you to start creating personal styles and also to create an automatic table of contents.

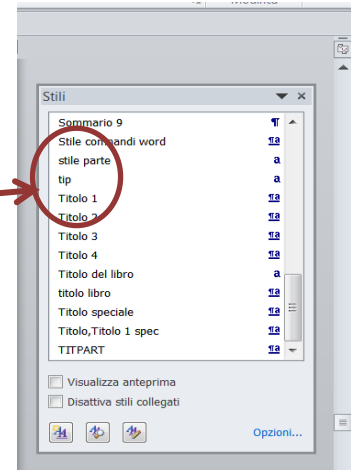It is possible to modify the style of each level of header in accordance with your needs.

1. Scroll through the text, select and highlight each chapter or paragraph and click on the level required (right-hand side / toolbar);

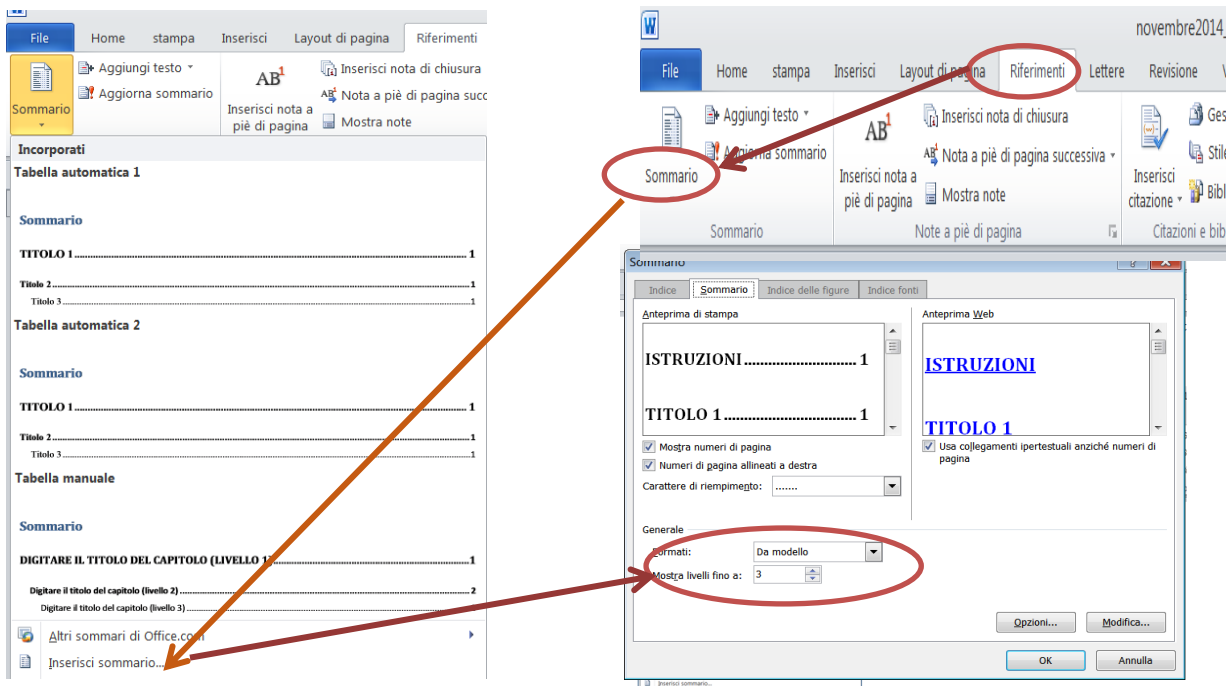   > **Heading 1** for **Main Chapters** (e.g**. Chapter 1…)**
    > **Heading 2** for **paragraphs** (e.g**. 1.1….)**
   > **Heading 3** for sub-paragraphs (e.g**. 1.1.1** etc.)
    > **Heading 4**………. etc**.**

2. Click on the References tab, then Table of Contents (left-hand side, toolbar), "Insert Table of Contents", choose both the type of table of contents and the level by clicking on "Show levels" and click on OK to insert the Table of Contents.

- If you want to change the format of the default heading styles in Word, use a custom style. It is possible to create a new style from scratch or edit an existing one.
- To change indents, paragraph spacing and other attributes, click on the change required in the **Formatting** section, use the dialog box to select options, then choose **OK**.
- Repeat steps 1 and 2 for each level in the Table of Contents, then click on **Apply**.
- When the desired styles are displayed correctly in the **Preview** box, click **OK**.
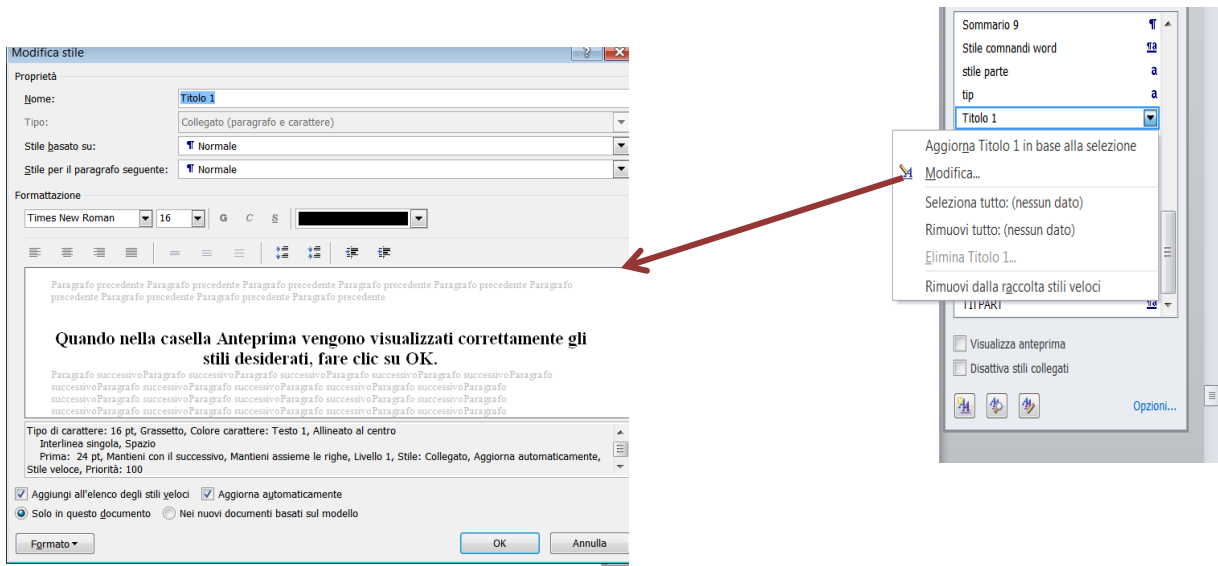
3. If you add or change the titles of chapters or paragraphs, the index needs to be updated. Simply place the cursor on the grey space, **right click the mouse**, then choose the option **Update entire table**.
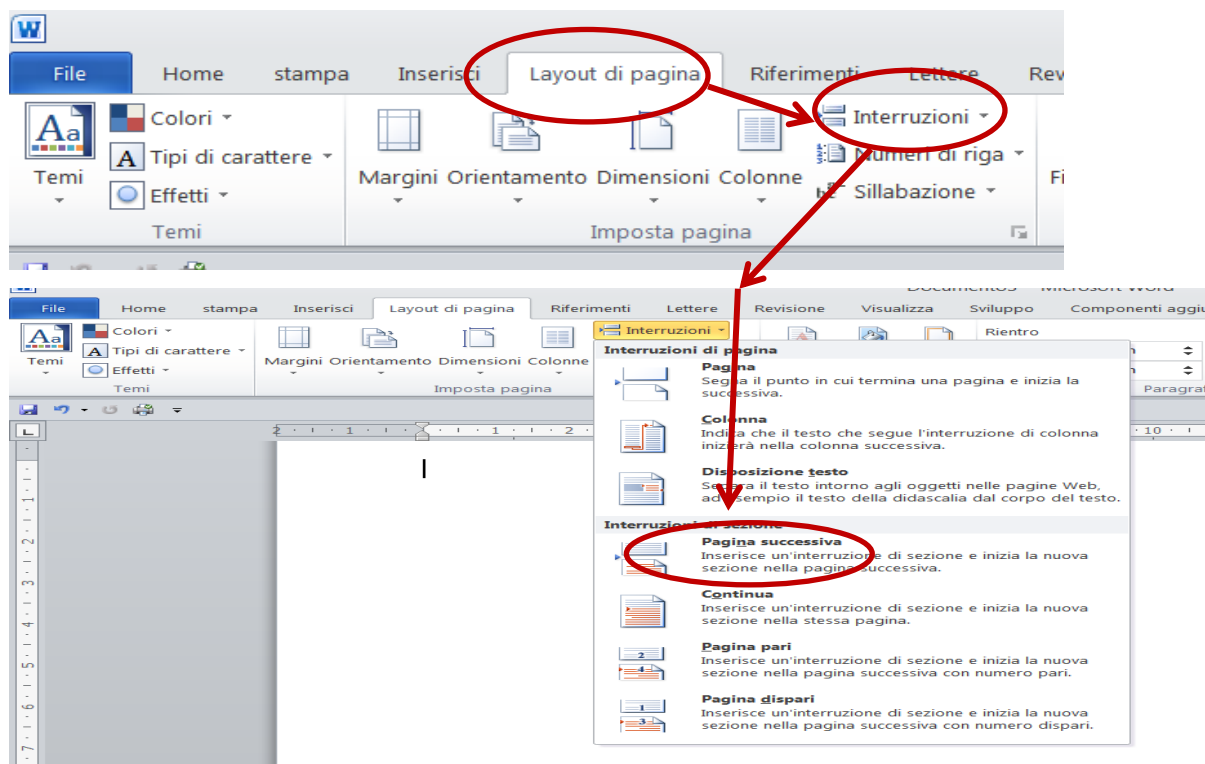
How to number the pages of the thesis
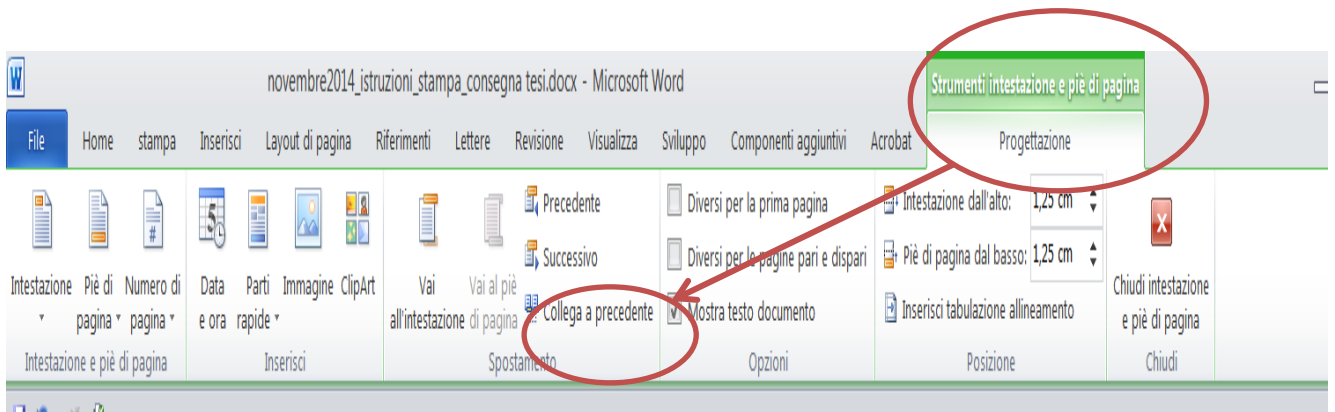
Select "Insert" → Page number → Choose position
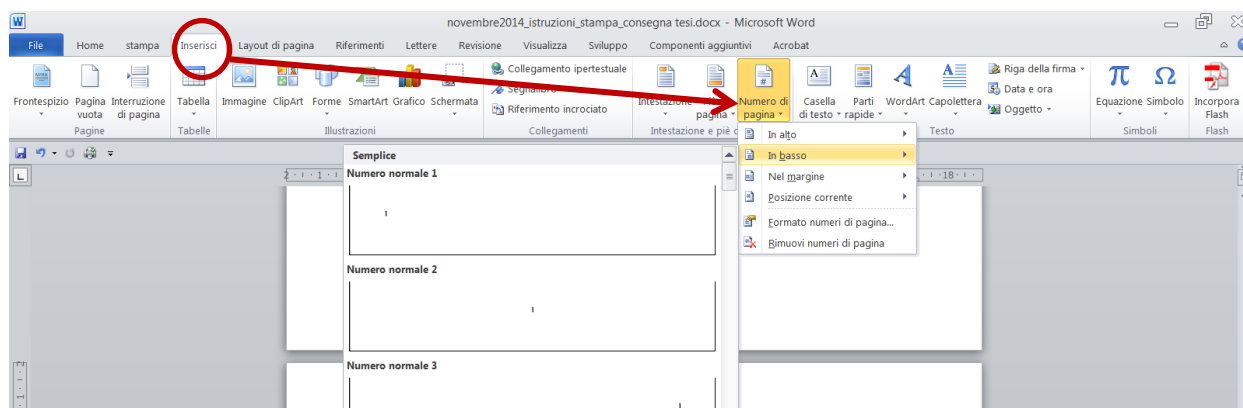

Starting numbering from the introduction

1. Place the cursor at the bottom of the page preceding the introduction;

2. Select "Page layout" → "Breaks" → "Section Breaks" → Next page

3. Open the footer by double-clicking the bottom of the contents page and this will open the "Design" option in "Header and footer tools": click **"Link to Previous"** and make sure it is not highlighted.

4. Click on **"Page number"** → **"Format page numbers"** → **Choose the desired format**. Insert number **1** in "Start at" and confirm the operation by clicking on OK.
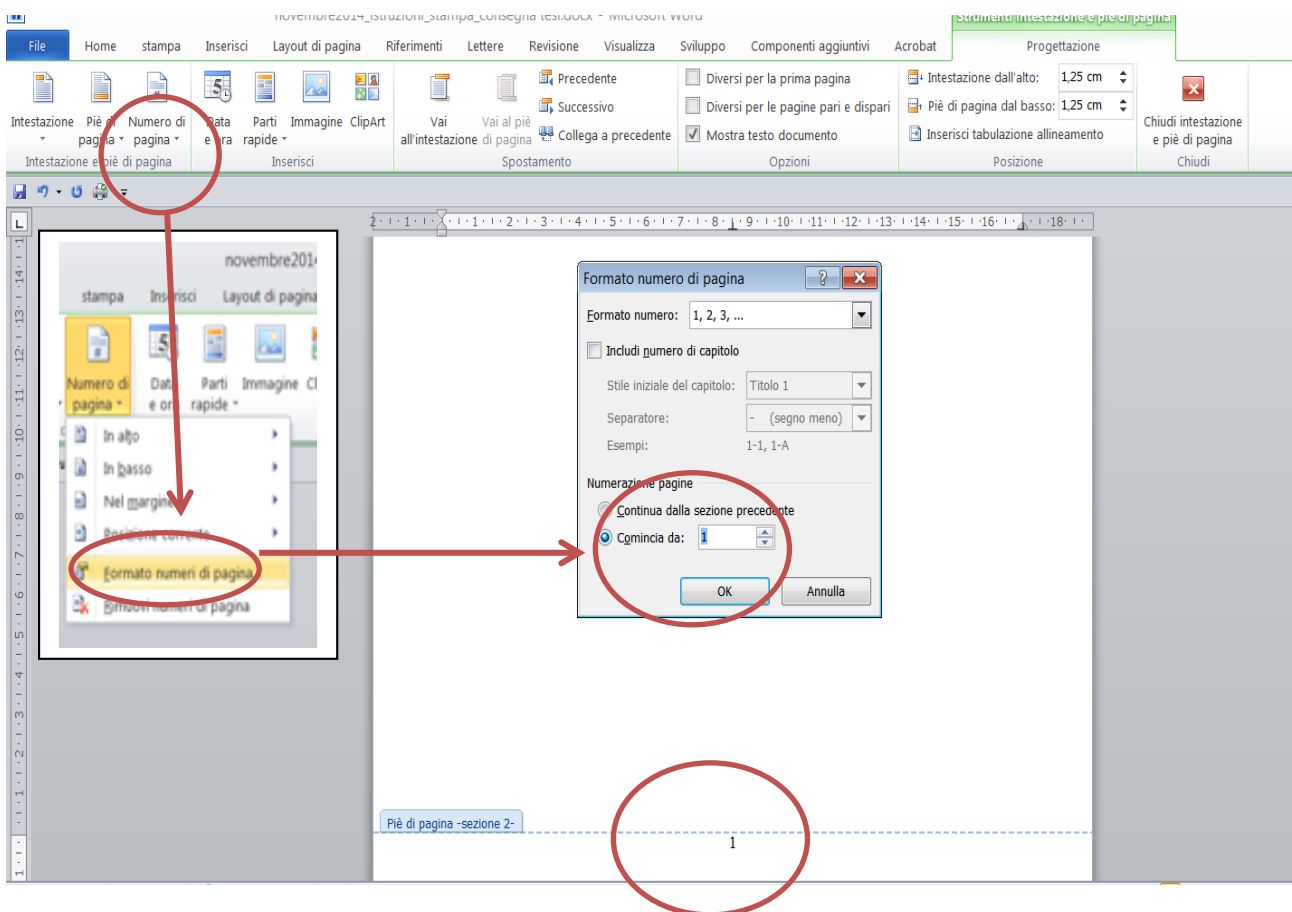
Click again on **"Page number"** → **Choose position** (*Top of page, Bottom of page, Page margins…*).

How to insert footnotes in Word

Footnotes are essential elements of any research work in the academic field as they allow you to document and reinforce your arguments, and to provide the reader with comprehensive information on a particular topic.

Click at the end of the word where you want to insert the footnote → **"References" tab** → **"Footnotes"** → **"Insert footnote"**. The cursor will now shift to the footnote area at the bottom of the page and indicate the sequence number of the note.

To set the numbering format or the initial number, select the "Footnotes" option..