



FCH – Presentation Rules

FOR PHD THESIS OR MASTER'S DEGREE DISSERTATION

- **Length**

Masters (Dissertation): 200 000 characters, without space and not including indexes, annexes, sources and bibliography.

PhD (Thesis): 600 000 characters, without space and not including indexes, annexes, sources and bibliography.

- **Structure and Organization**

Master's Degree Dissertation/Project/Internship Report and *PhD Theses* necessarily include an Introduction and Conclusion, as well as a Bibliography. The Thesis and Dissertation are divided into Chapters, with the latter able to be structured into Sections.

The *Introduction* and *Conclusion* are of a shorter length than the average Chapter whilst the latter is also shorter than the former.

Parts (facultative) are categorized by Roman numerals (I, II, III).

Chapters are categorized by Arabic numerals (1, 2, 3).

Sub-chapters, Sections and all of their respective divisions are also numbered (1.1, 1.2, 1.2.1).

Thesis and Dissertation may contain Appendices or Annexes, which are structured according to alphabetical order (A, B, C).

Notes and footnotes follow Arabic numerals (1, 2, 3).

Bibliography identifies the author, year of publication (and year of first edition whenever they differ), the title of the book, its publisher and location. The works are listed in alphabetical order according to the surnames of the authors. For example:

Books: Surname, first name (date), *Title*, place, book publisher:
Castells, Manuel (1989), *The Informational City*, Oxford: Blackwell.



Book chapter: Surname, first name (date), "Chapter's title", **surname, first name (book author)**, *Book's name*, place: book publisher, pages:

Featherstone, Mike (2001), "Culturas Globais e Culturas Locais", Carlos Fortuna (org.), *Cidade Cultura e Globalização*, Oeiras: Celta, pp. 83-103.

Articles with periodical publishing: Surname, first name (date), "Title of the Article", *Name of the magazine*, number, place: publisher, pages:

Mateus, Osório (1993), "O Título Roubado", *Românica*, 27, Lisboa: Cosmos, pp. 317-321.

Different entries from the same author, if published in the same year, must be differentiated with letters: Brown (1990a), Brown (1990b).

All text *quotations* may only mention the author's surname (except if identical surnames), year of the book (quoted edition) and its page (Castells, 1989: 13).

Simple *references* (no text quotations) mention only the name of the author and year of the book (cf. Castells, 1989).

Thesis and Dissertation have the following structure (all elements in bold are mandatory):

Cover (cf. *FCH regulations*)

First page (cf. *FCH regulations*)

Abstract (Portuguese/English)

Dedication

Acknowledgments

Table of contents

Preface

Introduction

Chapters (grouped into Parts or not)

Conclusion

Bibliography

Final Notes

Annexes



- Page layout

Font: Times 12 (except footnotes and quotations longer than three lines).

Spacing: 1,5

Margins: right margin is 2,5 cm, remaining margins are 3cm .

Between paragraphs: leave one line in space or indent the 1st line in each paragraph (0,7 or 1 cm);

Quotations with 3 lines maximum: in the body of the text;

Quotations with 3 or more lines: Times 11, with 1 space, indented on both margins by 1 cm as regards the main text;

End notes or footnotes: Times 10, with 1 space, on the page making the respective reference

Bibliography: Times 12 and 1,5 space.

Lisbon, 8 of October 2018.