RULES AND GUIDELINES FOR SUBMITTING FINAL MASTER'S DEGREE ASSIGNMENTS

Dissertation: an original scientific piece of work which must include the definition of an issue and a conceptual and a methodological framework. The use of empirical material is recommended (whether or not with exploratory goals), in order to produce new results and/or results applied to contexts different from those already existing and previously worked on. If not applicable, dissertations of a purely theoretical nature may be carried out. The literature review must be a critical effort, and must go beyond a mere description of the theoretical position of the authors. It should limit itself to the aims (both general and specific) of the initial question and the research questions. Where a quantitative methodology is to be employed, working hypotheses may be put forward.

Internship Report: the curricular internship report must be an original scientific piece of work which must include the definition of an issue, a conceptual and a methodological framework. In addition to these, it must include a detailed description of the host institution and a description of the internship, alongside a reflection on the role of the internship in the definition of the object of study and the study goals, as well as in the student's academic and professional path. Preferably, the research question and objectives (general and specific) should respond to an apparent need of the host entity, effectively contributing to improve and/or streamline procedures.

Project: a duly substantiated proposal to create a product, service or content, carry out an activity or improve structures or intervention programs. It is an original scientific document which must include a conceptual framework that supports its goals, a methodological framework (presented in the introduction or in a dedicated chapter), an explanation of the project itself and a conclusion that reflects on how the goals fit together with the theoretical component and the applied element of the project.

Size

Master's Degree (Dissertation/Internship Report/Project): 200,000 characters (about 100 pages), no spaces, not including indexes, appendices, annexes, sources and bibliography.

For the Master's degree in Psychology, students must produce both a dissertation and an internship report. Each one of these two pieces of coursework must be 110,000 thousand characters, no spaces, in size not including indexes, appendices, annexes, sources, and bibliography.

Configuration

The final Master's assignments must include an Introduction and a Conclusion, as well as a Bibliography, and shall be divided into Chapters, which may be grouped into Parts.

The Introduction and Conclusion are smaller in size than the average size of chapters, and the latter must be smaller than the former.

The (optional) Parts shall feature Roman numerals (I, II, III).

The Chapters shall use Arabic numerals (1, 2, 3) and the Sub-Chapters or Sections and all their divisions shall be similarly numbered (1.1, 1.2, 1.2.1).

The final Master's assignments may include Appendices and/or Annexes, which shall be presented in alphabetical order (A, B, C).

Footnotes shall use Arabic numerals (1, 2, 3).

Structure

Structure proposal (highlighted elements are mandatory):

- **Cover** (cf. Cover template available on FCH website)
- **First Page** (cf. template available on FCH website)
- **Resumo/Abstract/ Palavras-chave/Keywords**
- Acknowledgements
- **Index(es)**
- **Introduction**
- **Chapters** (whether or not grouped into parts)
- **Conclusion**
- **Bibliography**
- Annexes/Appendices

Bibliography, Citation and Referencing

In writing the final Master's assignment or Doctoral dissertation, candidates must choose from one of the most used citation and referencing systems in the Humanities and Social Sciences: Chicago or APA.

Text Pagination

Font: Times New Roman 12 (including Bibliography)

Line Spacing: 1.5

Margins: 3 cm except for the right margin, at 2.5 cm.

Between paragraphs: allow one space or indent the first line of each paragraph (0.7 or 1 cm);

Quotations of up to three lines: included in the body of the text; Quotations over three lines: Times New Roman 11, line spacing of 1, indented in both margins by 1 cm compared to the main text;

Footnotes: Times New Roman 10, line spacing of 1, on the bottom of the page to which they refer.