

## **GUIDELINES on how to write a thesis**

The final thesis (worth 24 credits) is normally written during the second semester of the second year.

The thesis should present an original piece of theoretical or empirical work, or a complete review of the literature.

The subject area of the thesis is normally chosen by the student who will then agree the specific topic together with the thesis supervisor (relatore) . It is advisable that the student should contact and make agreements with the supervisor in advance (normally during the first semester of the second year).

The thesis is normally divided into parts, and the parts into chapters. The chapters can be further divided into sections, normally numbered.

The standard frontispiece should report:

- Logo of the University
- Name of the University and Department
- Name of the Degree attended (Master Programme in...)
- Title of the thesis
- Name of the Supervisor and co-supervisor (if present)
- Name of the candidate
- Academic year

The *frontispiece* should appear also in the first page of the thesis.

Please see below a sample frontispiece:



UNIVERSITY OF PAVIA

DEPARTMENT OF ECONOMICS AND MANAGEMENT

MASTER PROGRAMME IN .....

TITLE

Supervisor:

Prof. XXXXXXX

Discussant:

Prof. XXXXXXX

Student:

Name and Surname

Academic Year 201X-201X

The thesis should start with an INDEX ( or “List of contents”), which should provide an orderly preview of the thesis contents and the way the material has been organized: introduction, parts, chapters, sections within each chapter, conclusions and bibliography.

Before the index, should the candidate want to, he/she can also include a page for the acknowledgements. It is recommended that an Index of Charts and Tables (if any) is also reported just after the main index, which should list the Tables/ Figures title and the order number identifying graphs and tables.

In the introduction, the student has to define the theme of his thesis, and provide a general preview of how the topic is going to be developed and the work structured throughout the thesis.

In every chapter, the candidate has to focus on the most important features of his/her work, according to the supervisor’s guidelines.

In the conclusions, the candidate, looking back at his/her work, will summarize the results achieved and his personal conclusions.

The last part of the work is the bibliography: a list of all quotations (articles, books and other material already mentioned in the text or footnotes).

This section is very important, since it underlines the accuracy and the effort behind the thesis. It also helps to avoid plagiarism problems.

### Thesis specifications

- The thesis shall be typed on A4 paper.
- Use Times New Roman 12 as font and a margin of 2.5 cm on all sides.
- The line spacing should be 2.0
- Every page in the document, including those with tables and figures, must be numbered.
- Start counting pages from the acknowledgements section (if present) or index.
- The thesis should be printed front / back
- Average number of pages: 100-120