



UNICAMILLUS

## SUGGESTIONS FOR THE DRAFTING OF THE DISSERTATION

### Introduction

The final dissertation is a written work, drawn up in the language of the Degree Course attended.

The dissertation is individual and in its drafting students must follow the guideline and deadline agreed with the tutor/s.

The dissertation must follow one of these types:

- Literature Review;
- Empirical Research: observational study;
- Empirical Research: experimental study;
- Empirical Research: qualitative study;
- Empirical Research: mixed method study;
- Research Methodology: i.e. Instruments' development, discussion of the methods.

### Dissertation Structure

Students must follow the following guidelines for the dissertation structure:

- Title: the title describes the main topic of the dissertation. In case of research papers, the title must describe the study and its target. At least one of the key words identified and described in the abstract must be included in the title;
- Index: the index shows the internal organisation of the dissertation. At an early stage, it helps with the scheduling of the work;
- Abstract: Max. length 500 words. It must follow the **IMRAD** method, which is a comprehensive presentation of the Introduction and aims of the study, **M**aterials and methods, the most relevant **R**esults obtained, the **A**nalysis and **D**iscussion and, at the end, the conclusion. The key words must be identified in the abstract;
- Premise: it is not mandatory to write down a Premise. If added to the dissertation, the Premise must include a synthetic description of the elements essentials for the comprehension of the study. The Premise helps to better understand the reading of the dissertation;
- Introduction: Max. length 5 pages. It describes the ratio, the context and the international significance of the research;

- Dissertation structure: the dissertation is organized in chapters, paragraphs, and sub-paragraphs. The research must include:
  - Aim of the study: a clear description of the aim of the study. To focus the aim is fundamental in order to verify its coherence, the methodology rigour and the efficacy of the materials adopted. The aim must be specific, pertinent, observable and realistic;
  - Materials and method: a clear description of the methodology and instruments chosen to achieve the results of the study;
  - Results: a clear and concise description of the expected results, pertinent to the aim of the dissertation;
  - Discussion: it is a critical comparison of the results on the basis of the scientific literature. What is the contribution of the dissertation in the field of the research? Students must summarize the strength and weakness of the research.
- Conclusion: the conclusion expresses the nature of the dissertation. This chapter must consist in a realistic conclusion, not just a summary/repetition of the results. It must identify the implications/recommendations for the practice/ research/ education/ management of the subject, considering the limitations of the research;
- Bibliography: the bibliography consists in the identification of the information' source. The bibliography is fundamental in order to understand the level of details of the research, and it is important for the reader who wants to explore some aspects;
- Annex: the file/s attached must be added only if necessary to the comprehension of the dissertation or some aspects of it. In fact, it is preferable to attach these additional information at the end of the dissertation instead of inside to avoid any distraction. For a research dissertation it is highly recommended to insert in this section the instruments adopted for data collection (e.g. measuring scale, data collection forms, questionnaires, ...)

## Typographical Requirements

The dissertation, printed in A4 format, must be between 40 and 80 pages long. A printed front/back copy must be submitted during the final dissertation to the Committee. At the end of the dissertation, the printed copy will be returned to the candidate. Students can personalise the cover of the dissertation in terms of color and material (leather, paper, cloth, etc.) The frontispiece must be signed by the candidate and the tutor/s. Following the frontispiece, the candidate must add to the dissertation a signed copy of the "Research originality statement and declaration of academic honesty" ([download Annex 6 pdf file](#)).

**Cover:** ([download Annex 3 word file](#))

The following information must be included:

- Name of the University with logo ([download Annex 5 png file](#));
- Faculty: Departmental Faculty of Medicine and Surgery (character Palatino Linotype, text dimension 14, capital letters);
- Bachelor's Degree Course (character Palatino Linotype, text dimension 14);
- Dissertation Title (Palatino Linotype, text dimension 22);
- Name and Surname of the candidate on the left (character Palatino Linotype, text dimension 12);
- Name and Surname of the Tutor on the right (character Palatino Linotype, text dimension 12);
- If needed, Name and Surname of the second Tutor on the right (character Palatino Linotype, text dimension 12);
- Academic Year aligned to the centre (character Palatino Linotype, text dimension 14).

**Frontispiece:** ([download Annex 4 word file](#))

The frontispiece, in A4 format, is the first page of the dissertation and includes the following information:

- Name of the University and logo ([download Annex 5 png file](#));
- Faculty: Departmental Faculty of Medicine and Surgery (character Palatino Linotype, text dimension 14, capital letters);
- Bachelor's Degree Course (character Palatino Linotype, text dimension 14);
- Dissertation title (character Palatino Linotype, text dimension 22);
- Name and Surname of the candidate on the left (character Palatino Linotype, text dimension 12);
- Student ID number on the left (character Palatino Linotype, text dimension 12);
- Name and Surname of the Tutor on the right (character Palatino Linotype, text dimension 12);
- If needed, Name and Surname of the second Tutor on the right (character Palatino Linotype, text dimension 12);
- Academic Year aligned to the centre (character Palatino Linotype, text dimension 14).

**Text character:**

- Palatino Linotype;
- 16 points for the chapter's heading, bold character, aligned to the centre;
- 14 points for the paragraphs' heading, bold character, aligned to the left;
- 12 points for the sub-paragraphs' heading, bold and italic font, aligned to the left;
- 12 points for the body of the text, normal font.

***Borders:***

Superior: 2,00 cm

Inferior: 2,00 cm

Exterior: 2,00 cm

Interior: 2,5 cm (in order to consider the space for the binding)

***Page Layout***

Lead 1,5 point. The number of the page must be aligned to the right in the footnotes. The text must be justified.

***Images, Tables and Graphics***

Students can add images, tables and graphics only if inherent and helping with the comprehension of the topic. Images, tables and graphics must be mentioned in the text as follows: (image 1, or figure 1, or table 1, or graphic 1). If more than one, images, figures, tables or graphics must be numbered sequentially and provided with a brief caption (figure 1, figure 2, table 1, table 2, etc.). At the beginning of the dissertation, between the Index and the Introduction, a specific Index of Images, Tables or Graphics must be added.

***Footnotes***

The footnotes usually contain bibliographical references, short observations or clarifications useful for the comprehension. Footnotes must be numbered sequentially and automatically, therefore we suggest students to use a writing program. The footnotes' text dimension must be 10. We remind students that every contribution mentioned in the text must be reported in the footnotes and hence the source in the Bibliography.

***Bibliography***

Bibliographical quotes in the dissertation must follow the Vancouver type: every quote must refer to the Bibliography.

The dissertation Bibliography is fundamental for many reasons:

- it helps to understand the level of details of the research;
- it is the ratio of the type of research;
- it is helpful for the interested reader who would like to explore the topic.

The bibliography must include every book or work mentioned in the dissertation and in the footnotes.

Work mentioned in books consulted by students must not be added in Bibliography if not read in first person.

The main bibliographical sources are:

- textbooks, articles published in review, articles published in miscellaneous, working paper, articles unpublished, newspapers or magazines or online journals.

The bibliography is drawn up following the Vancouver type.

### ***Chapter, paragraphs, subparagraphs***

The chapter must start with a brief introduction (between 5 and 10 lines), regarding the aim and the topic of the chapter itself. Each chapter must be organised in paragraphs and, if needed, subparagraphs. Paragraphs and subparagraphs must be numbered sequentially. For example:

1. Chapter 1
  - 1.1. Paragraph 1 of the Chapter 1
  - 1.2. Paragraph 2 of the Chapter 1
    - 1.2.1. Subparagraph 1 of the Paragraph 2 of the Chapter 1

### **Anti Plagiarism Software**

We remind students that to copy partly or entirely a dissertation may constitute a crime. The University has been provided with proper anti plagiarism software in order to verify the authenticity of the submitted dissertation and to detect if a part or the entire dissertation has been copied from the internet or another text. Should any kind of plagiarism be detected from the software, students will have to apply the modifications needed or write again a new dissertation. The plagiarism could be detected even on the day of the dissertation: in this case, students will not present the dissertation on that day and will have to retake the final exam during the next session available.