



RULES AND GUIDELINES FOR SUBMITTING DOCTORAL DISSERTATIONS

Thesis: original theoretical proposition that marks a researcher's position within a particular field of studies. It is the production of new knowledge with the aim of advancing learning, and which must contain a conceptual and methodological framework and may feature an extensive and innovative empirical aspect.

Size

600,000 characters (about 300 pages), no spaces, not including indexes, annexes, appendices, sources and bibliography.

Configuration

The Doctoral Dissertation 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 Doctoral Dissertation 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 Pagnation

Font: Times New Roman 12

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: 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 main text;

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

Bibliography: Times New Roman 12 and spacing of 1.5.