**GENERAL GUIDELINES TO FOLLOW IN WRITING A DISSERTATION**

**Formatting**

Text: standard font 12, line-spacing 1,5, justified text alignment. Right, left, top and bottom margins of 3cm. Binding margin of 1cm.

**Figures and Tables**

Each figure/ table needs to include in the caption the following information:

* Number (progressive, per chapter). The first number indicates the chapter, the second the progressive number of the figure/table.
  + Ex: figure 1 of chapter 1 will be Figure 1.1, figure 2 of chapter 1 will be Figure 1.2 and so on.
* Title
* Source
  + To be included in brackets (Author, year) and in the references (complete record).
  + If is elaborated by the students, you can insert the sentence “Student elaboration on the basis of… “

**Citations/References**

Each time you express an idea or thought that is taken from an article or a book you need to refer to that article or book. In general, citations throughout the text should enable the reader to find the work in the library catalogues and in some cases in the national libraries. Accurately acknowledge and indicate the sources also enable to clearly disentangle the different theories and arguments about a topic and demonstrate the ability to properly cite relevant sources.

There are two ways you can cite:

MODE I: “citation within the text: author- year and final list of references.”

In the text you will have:  
- Knowledge is power (Rossi, M. 2007)  
In the final list of references you will have:  
- 15. Rossi, Mario (2007). Knowledge is power. Roma: Luiss Edizioni

MODE II: “note and final list of references”:

In the text, in note, you will have:  
15. Rossi, Mario (2007). Knowledge is power. Roma: Luiss Edizioni

In the final list of references you will have:

Rossi, Mario (2007). Knowledge is power. Roma: Luiss Edizioni

References: The most common style is APA

Rules for references:

Book, single author  
Arnheim, R. (1971). Art and visual perception. Berkeley: University of California Press.

Book, multiple authors  
Festinger, L., Riecken, H., & Schachter, S. (1956). When prophecy fails. Minneapolis: University of Minnesota Press.  
Al di sopra di 6 autori si usa la formula “et al.” Citando il primo tra essi, ad es: Festinger, L. et Al. (1956).

The author is an organization   
Institute of Financial Education. (1982). Managing personal funds. Chicago: Midwestern.

Book edited by   
Wilson, J. G., & Fraser, F. C. (Edited by). (1977-1978). Handbook of teratology (Vols. 1-4). New York: Plenum Press.

Citation from a book edition  
Brockett, O. (1987). History of the theatre (5th ed.). Boston: Allyn and Bacon.

Journal Article  
Sawyer, J. (1966). Measurement and prediction, clinical and statistical. *Psychological Bulletin*, 66 (3), 178-200.

Journal online Article  
Kawasaki, J. L., & Raven, M.R. (1995). Computer-administered surveys in extension. Journal of Extension, 33, 252-255. Downloaded 2nd June 1999, from http://joe.org/joe/index.html

Internet article  
Nielsen, M. E. (n.d.). Notable people in psychology of religion. Downloaded 2nd June 1999, from http://www.psywww.com/psyrelig/psyrelpr.htm