

GUIDE FOR DOCTORAL THESIS PREPARATION (December 2018)

1. Guidelines for the thesis submission

1st step – starting

- a) Digital format (CD):
 - i) 1 digital copy of the thesis (pdf file);
 - ii) 1 abstract with 10 key words (word file);
 - iii) 1 curriculum vitae (pdf file).
- b) Printed:
 - i) Request to the Rector*;
 - ii) Honor declaration*;
 - iii) Declaration from the Supervisor and Co-supervisor*.

*Forms for this purpose are attached.

2. Dissertation Format

The thesis must be presented in the following order:

- (i) Cover, first page and spine.
- (ii) 2 abstracts, in Portuguese and English, with a maximum of 250 words each, with 4 key words and 2 classifications of the [JEL Classification System](#).
- (iii) Index. This can include index of tables and figures and list of abbreviations/glossary. Acknowledgements, dedication and references to financing are to be made on a separate page prior to the indices.
- (iv) Main text not exceeding 300 pages and 700.000 characters other than in exceptional and justified cases, comprising the following chapters.
- (v) Bibliography.
- (vi) Annexes.

When a thesis is presented in articles, it should be written in English and be submitted in the following order:

- (vii) Cover, first page and spine.
- (viii) 2 abstracts in Portuguese and English with a maximum of 250 words each, with 4 key words and 2 classifications of the [JEL Classification System](#).
- (ix) Index. This can include index of tables and figures and list of abbreviations/glossary. Acknowledgements, dedication and references to financing are to be made on a separate page prior to the indices.
- (x) Main text not exceeding 300 pages and 700.000 characters other than in exceptional and justified cases, comprising the following chapters:
 - Introduction.
 - Minimum of 3 articles published or accepted for publication in international reviews, each forming one chapter.
 - Conclusion.
- (xi) Bibliography.
- (xii) Annexes.

The printing of the dissertation should comply with the following general rules:

- A4 white paper, 80g. or recycled equivalent.
- White card cover with black print and adhesive binding.
- Pages of the text in black print on front and back of page, 1.5-line spacing and divided in sections with Arabic numeration.
- Foot notes to be used in moderation with 1-line spacing, font size 10.
- Font size: 12.
- Font: Times New Roman.
- Margins: minimum of 2.5 cm on the four sides.
- Page numbers from the Index to the Introduction: Romanic numerals, bottom right.
- Header: it is recommended the inclusion of a (shortened) thesis title.
- Footer: not to be used except for page numbering, Arabic numerals, bottom right; page numbers for Annexes should continue the main text numeration.

2.1 Cover, first page and spine

See annex with example.

2.2 Equations

Equations should be highlighted and numbered with Arabic numeration with a number in brackets on the right of the equation.

2.3 References

The presentation of references should be in accordance with the examples below:

“The biggest market segment is the ethical or prescription market (Mossialos, 1994)”

“Research by Mossialos (1994) has provided evidence that...”.

“...the chosen competitive position for the firm’s brand is achieved in the minds of target costumers (Dibb *et al.*, 2001; Kotler, 2000; Winer and Moore, 1989)”.

In the case of a direct quote:

“Nelson (1993: 45) refers that “...*regional distribution is good when compared with the Department of Health and Social Security...*””

“...people adopt the traditional view of “...*more reason in decision making*” (Damásio, 1999: 183)”

2.4 Bibliography

The bibliography should have 1-line spacing, Font Times Roman, size 12 and comply with the following rules:

Monographs/Books:

Fama, E.F. and M.H. Miller (1972), *The Theory of Finance*. Hinsdale, Ill.: Dryden Press.

Contributions to collective works:

Grossman, S.J. and O.D. Hart (1982), Corporate financial structure and managerial incentives, in McCall, J.J. (Ed.), *The Economics of Information and Uncertainty*, Chicago, Ill.: University of Chicago Press, 320-333.

Dias J.G. and M. Wedel (2002) Segmenting markets using static and dynamic variables, *Proceedings of the 21th Annual Conference of the European Marketing Academy (EMAC)*, Braga, Portugal: Universidade do Minho, 212-235.

Sofyan, H. and J. Wang (2003), Customer data mining with clustering technique, *Proceedings of the 18th International Workshop on Statistical Modelling*, Verbeke, G., G. Molenberghs, A. Aerts and S. Fieuws (Eds.), Leuven: Katholieke Universiteit Leuven, 409-413.

Periodicals:

Jensen, M.C. and W.H. Meckling (1976), Theory of the firm: managerial behavior, agency costs and ownership structure, *Journal of Financial Economics* 3, 305-360.

DeSarbo, W., V. Ramaswamy and S. Cohen (1995), Marketing segmentation with choice-based conjoint analysis, *Marketing Letters* 6(2), 137-148.

Theses:

Dias, J.M.G. (1997), *Análise Conjunta. Aplicação ao Processo de Escolha de um Curso Superior*. Tese de Mestrado em Ciências Empresariais, ISCTE.

Salgueiro, M.F. (2002), *Distributions of Test Statistics for Edge Exclusion for Graphical Models*. Ph.D. Thesis, Department of Social Statistics, University of Southampton.

Working papers:

Dias, J.G. (2003), Model-based clustering of sequential data with application to contraceptive use dynamics, *PRC Working Paper*, University of Groningen.

Salgueiro, M.F., P.W.F. Smith and J.W. McDonald (2003), Power of edge exclusion tests in graphical Gaussian models, *SSRC Methodological Working Paper M03/02*, University of Southampton.

Unpublished references taken from the internet:

Neal, R.M. (1999), Erroneous results in marginal likelihood from the Gibbs output, *Unpublished manuscript*, <http://www.cs.utoronto.ca/~radford/>.

2.5 Tables and Graphs

Tables and graphs should be numbered using Arabic numerals and should have a caption describing their content. The caption should be self explanatory. Preferably the tables, graphs and figures should be close to the relevant text; they can be printed in colour.

Escola de.....[times new roman 12]
Departamento de[times new roman 12]

Título [times new roman 16]

Nome do candidato [times new roman 14]

Tese especialmente elaborada para obtenção do grau de
Doutor em ... [times new roman 12]

Orientador(a):

[grau] [nome], [categoria],
[instituição]

Coorientador(a):

[grau] [nome], [categoria],
[instituição]

[Mês, Ano]

Título
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Mês
Ano

Título, Nome do Candidato

Mês
Ano



IUL School of.....[times new roman 12]

Department of....[times new roman 12]

Title [times new roman 16]

Full name of the Candidate [times new roman 14]

Thesis specially presented for the fulfillment of the degree of
Doctor in ... [times new roman 12]

Supervisor:

[Degree] [Name], [Category],
[Institution]

Co-supervisor:

[Degree] [Name], [Category],
[Institution]

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Title
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Title; Full name of candidate

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