

General Guidelines for writing your thesis

MAIN REQUIREMENTS:

The thesis should be written in English.

Master thesis number of words: from 25.000 to 35.000 words.

THESIS FORMAT SPECIFICATIONS:

- Right margin: 2,5 cm - left margin: 3 cm;
- Top and bottom margin: 3 cm;
- Front size (body): 12 points;
- Line spacing: 1,5

Master Thesis in Business Administration

Thesis in one of the following areas:

Control & Auditing, Marketing & Sales, Management Consulting, Entrepreneurship, Supply Chain Management, Human Resources Management, Social Innovation & Government.

Structure Of The Thesis:

INTRODUCTION

In Introduction the following should be described: the research background; study objectives; reasons for the choice of the thesis topic; a summary of the research questions; a summary of research methodology; the contributions offered by the thesis; a brief illustration of the thesis structure and the ways in which the project has been carried out.

TEXT

Any sections in which the text is divided (including Appendix), must be indicated by Arabic numerals (1, 2, etc), any subsections as follows: *1.1, 1.2*, etc.

PAGE NUMBERING

Pages must be numbered at the bottom center of each page, starting from the Introduction.

GRAPHICS, FIGURES AND TABLES

Graphics, figures and tables must be numbered consecutively (graphic 1, graphic 2; picture 1, picture 2; table 1, table 2). Each graphic, picture and table must have a brief title and their source must be indicated. The title of a table is above the table; the title of a figure is beneath the figure.

FORMULAS

Formula numbering must be added with parenthesis on the left side.

FOOTNOTES

Footnotes must be numbered consecutively (1, 2, etc) and must be added at the bottom of the same page (font size: 10 pt)

CONCLUSIONS

This is the core of the thesis. The research questions indicated in the Introduction must be answered here with support by clear evidence and references that have been developed in the thesis.

BIBLIOGRAPHY (REFERENCES)

LITERATURE REFERENCES AND BIBLIOGRAPHY FOR MASTER THESIS

- In the text:

Examples:

1. De Grauwe and Maltheus (1988) found a statistically significant relationship
2. We perform a test specification error (Ramsey, 1969; Barro and Gordon, 1983, pp. 101-121)
 - o If there are several works by the same author, the publication years must be separated by a semicolon (Sen, 1981; 1985; 1992)
 - o If the author has published several works in the same year, the publications must be ordered through letters a, b, c, etc. (Sen, 1997a; 1997b)
 - o If there is a translated work, the original publication date must be indicated (Bendix, 1960).

- At the end of the text:

Examples:

- North, D.C. (1990), *Institutions, Institutional Change and Economic Performance*, Cambridge University Press, Cambridge (trad. it.: *Istituzioni, cambiamento istituzionale e evoluzione dell'economia*, Il Mulino, Bologna, 1993).
- Borjas, G.J.; Freeman, R.B. e Katz, L.F. (1992), "On the Labour Market Effects of Immigration and Trade", in Borjas, G.J. and Freeman, R.B. (edited by), *Immigration and the Work Force: Economic Consequences for the United States and Source Areas*, University of Chicago Press, Chicago, pp. 213-44.
- Savona, P. (1990), "Protectionism, International Banking Activity and Economic Growth", in Fels, G. e Sutija, G. (edited by), *Protectionism and International Banking*, Macmillan, London, pp. 110-120.

- In case of scientific journals:

You need to include: Volume number, Issued number , The month of publication (in parentheses), Page numbers of article

Example:

- Barro, R.J. and Gordon, D.B. (1983), "Rules, Discretion and Reputation in a Model of Monetary Policy", *Journal of Monetary Economics*, 12 (July), pp. 101-121.

- Citing an online journal article

Example:

- Azocar, F. and Greenwood, G. L. (2007), "Service use for patients with adjustment disorder and short term treatment: a brief report", *The Internet journal of mental health*, Vol. 4, No. 2, available at:<http://www.ispub.com/ostia/index.php?xmlFilePath=journals/ijmh/current.xml> (accessed 14th May 2008).

- Citing a website

You need to include: Author (which be an organisation), (date, if there is one),title of the website, URL, date of access.

Example:

- anna.aero (2007), Saudi Arabia starts to embraceliberalisation: local LCCs respond enthusiastically,available at: <http://www.anna.aero/category/countryfeature/> (accessed 12th April 2008).