

**GUIDELINES
FOR MASTER'S DISSERTATIONS¹**

1 General principles

1.1 Purpose

The Master's dissertation is a long essay which tests the candidate's ability to apply a certain methodology or approach to the analysis of a given problem, and to argue a reasonably original hypothesis.

1.2 Submission

Before submitting his/her dissertation, the student must have acquired at least 60 ECTS (European Credit Transfer System) points and have completed the internship period as required by the programme regulations.

1.3 Supervision

¹ During the research and writing-up stages, the candidate is guided by a supervisor, usually a tutor on the Master's course. Exceptionally, and with the approval of the Master's director, the internal supervisor may be replaced by an outside expert.

² The supervisor is supported by a second reader (or examiner), designated by the former, with the approval of the Master's director. The second reader must have academic status (a university teacher). Alternatively he/she shall be an expert in the specific field(s) of interest investigated in the dissertation, with the approval of the Master's director.

1.4 Scope

¹ The subject of the Master's dissertation is chosen by the candidate in agreement with the supervisor, in an area of interest and competence of both.

² The time and effort devoted to researching and drafting the thesis must be compatible with the credit value indicated in the Master's Study Regulations.

1.5 Defence and evaluation

¹ The Master's dissertation is examined orally (viva examination) before a panel comprising the supervisor and second reader.

² After the viva, the panel deliberates and agrees on the grade, which is expressed on a scale of 1 (minimum) to 10 (maximum), half-points

¹ This document was amended on June 2008 by the Faculty Council at its meeting of 19.10.2005. Each Master's programme may complete these Guidelines with rules specific to their own programme.

included, 6 being the pass mark.

³ The given grade is added to the calculation of the average final mark of the Master's degree proportionately to the ECTS value recognised to it in appropriate *Study Plan*.

⁴ The supervisor communicates the grade to the Examinations Secretary, using the appropriate form, which may be obtained from the latter's office.

⁵ In the case of failure, a candidate is authorised to present a second piece of work, on a different topic.

2 Form and content of the dissertation

2.1 Scope

¹ Recommended length: approximately 40-50 pages for a Master's dissertation of an analytical or quantitative nature; 50-80 pages (maximum) for a review dissertation, a discursive essay or theoretical synthesis. This indicative total is exclusive of any additional material and documentation, such as tables and figures, appendices, etc.

² The page format is based on the use of 12 point-size character and 1.5 line-spacing.

2.2 Title page

The title page must contain the following items of information: a header, the title of the thesis; the indication: "Master's dissertation"; name and surname of the candidate (author); name and surname of the supervisor (Prof. XY:]; name and surname of the second reader (Prof. WZ); the academic year; the date (month-year).

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University      of      Lugano,
Switzerland
Faculty of Economics

TITLE

Master's dissertation

Author: Name Surname
Supervisor: Prof. Name Surname
Second Reader: Prof. Name
Surname
Academic year:
Submission Date
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2.3 Structure of the dissertation

1. Table of contents

Immediately after the title page, insert a table of Contents, which lists the elements that compose the dissertation: parts, chapters and sections numbers consecutively. Parts are numbered by Roman numerals (I, II, III, etc), chapters by Arabic numerals (1, 2, 3, etc.), and sections as follows: 1.1, 1.2, and so on. Further subdivisions behave similarly: 1.1.1, 1.1.2, 1.1.2.3, and so on.

2. Figures and tables

Each figure and table must bear an individual title and reference to its source. Figures and tables used in the text must also be numbered consecutively; the sequence is reflected in the List.

3. Other components

The preliminaries may also include: a Dedication, a Foreword, a List of abbreviations/acronyms or conventions used in the texts, and Acknowledgements.

4. Introduction

According to established usage, the Introduction usually consists of:

- the objectives of the thesis
- description of the methodology used
- an outline of the dissertation (the main points presented in each chapter)

5. Conclusion(s)

The concluding chapter generally comprises three parts:

- the findings of the research
- personal assessment of the methodology applied
- the author's suggestions for possible future research lines (or follow-up)

2.4 Style Sheet

Candidates are expected to comply with matters of editorial style with rigour and coherence. To this end, the Faculty's *Style Sheet* sets out basic rules on lay-out, quotations, and bibliographical references (see Appendix 1).

3 Notification and Submission procedure

3.1 Registration form

¹ Each student must complete a registration form (see Appendix 2) as soon as they have been accepted by a supervisor and work begins.

² The candidate must complete the form, and submit it to be dated and signed by the supervisor as soon as the latter has accepted to supervise the candidate's work.

³ The title recorded on first completing the registration form (see: Dissertation title) is a provisional title, which the candidate has agreed with the supervisor. Subsequently, when the first draft is complete, the student will communicate the definitive title to the Examinations Secretary, with the approval of the supervisor. This is the title that appears on the title page as well as on the cover or front page of the bound original.

⁴ The original of this form must be handed in to the Examinations Secretary (Mrs Sara Bernasconi). One copy goes to the supervisor, another to the Master's director (if different from the supervisor).

⁵ A detailed plan (or synopsis) of the dissertation must be shown to, and approved by, the supervisor some reasonable time in advance of the expected completion and submission date (usually three months).

3.2 Submission procedure

¹ The candidate will hand in the first draft of the dissertation to the Supervisor according to arrangements previously agreed with the latter.

² At this stage the candidate presents a complete, final, and soft-bound version (as distinguished from the hard-bound one).

³ One copy must be delivered to the supervisor, one to the second reader, if necessary through the Master's Director's assistant.

⁴ The Master's director shall be sent an electronic copy of the dissertation at least two weeks ahead of the set defence date.

⁵ To be entitled to be examined orally on the dissertation ('defence'), the candidate must make sure that the supervisor is kept regularly informed of the work in progress. To this end, the candidate should supply the supervisor with early and successive drafts, chapter by chapter for example. Failure to comply with this good practice -- e.g. the Supervisor is not shown (any parts of) the dissertation before the submission date--may result in the postponement of the examination date.

4 Important dates and further requirements

4.1 The task of the Supervisor and the second reader

In the two weeks preceding the 'defence', the Supervisor and the reader will read the full, final version; they will request corrections, amendments or additions, and provide comments and suggestions.

4.2 Defence

The Supervisor fixes the date of the defence (oral examination) in agreement with the second reader/examiner. The defence must take place within three months (maximum) of the date the dissertation was submitted. The Master's Assistant will send an email note of the appointed date to the Examinations Secretary (Mrs Sara Bernasconi), enclosing in attachment the file: *Schedule for Master's Dissertations Oral Examinations*, available in: My Network Places\Corsi\Facoltà di Economia\Esami\Professori\TESI DI MASTER. The Secretary for Examinations will in due course send an email to the candidate, specifying: date, time, and location of the 'defence' examination.

4.3 Deposit of copies

The candidate is expected to supply two hard-bound originals and a PDF version (the PDF version is required only if the dissertation has been awarded a mark equal or higher than 9). One bound original goes to the supervisor, the second one goes to the University and the PDF version (in the case mentioned above) will be deposited with the University Library. It is worth pointing out that binding is the last stage, after the candidate has gone through the defence exam. Indeed the supervisor and/or the second reader may demand further revisions during the oral examination.

The two hard-bound originals must be delivered to the Examinations Secretary no later than three weeks after the examination. At the same time, the student must complete, sign, and enclose the 'Clearance Statement' (Annex 3), thereby confirming that he has returned any material borrowed from the Library. The Examinations Secretary shall

issue the official documents (degree certificate) only when in receipt of the full documentation detailed above.²

4.4 Confidential information

In some cases, a Master's degree dissertation may contain or refer to confidential information. If this is the case, the candidate must attach a letter stating that the PDF copy of the dissertation deposited with the University Library is not for public consultation.³

5 Misconduct

5.1 Plagiarism

A student who submits a dissertation that was not written by him/herself, or who presents as original (his/her own) any research findings (ideas, words, work) of a third party, is guilty of plagiarism. Any text, passage, excerpt, etc. from a source other than one's own must be duly and fully identified and acknowledged, following recommended practice as set out in the attached *Style Sheet*. Plagiarism -- for instance the so-called 'copy-and-paste' technique -- will attract the appropriate penalties provided for in art. 47a of the Faculty's *Study Regulations*.

5.2 Assessment and detection

The Faculty has acquired a new software enabling the prevention of plagiarism in students' written work. Any academic paper (be it report, term paper, or a Master's dissertation) will undergo scrutiny by means of this new electronic tool.

5.2 Declaration of academic honesty

Each student/candidate is expected to complete a form called 'Declaration of Academic Honesty' (Annex 4), and return it by email to the the Master's Assistant.

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² This new Clause was formally modified by the Faculty on 20 November 2013.

³ This new Clause was formally modified by the Faculty on 20 November 2013.

STYLE SHEET

new, updated version

This is a compendium of rules and recommendations providing editorial guidance for students writing a Master's thesis or dissertation or a term paper. It draws attention to the importance of adopting a certain editorial policy, covering basic stylistic conventions on how to organise a substantial study, how to present the bibliography and other evidence and references in the text.

Publishers and scientific journals all have their own 'house style'; so instructions for authors vary from press to press on how to prepare a text for publication. What we propose may be seen as a reasoned digest of some among the best-known practices and has, we believe, the merit of simplicity.

Students presenting written work as part of the requirements of a degree programme of the Faculty of Economics are expected to comply with this set of instructions. Whether all our rules are adhered to, the principle of coherence must in any case be respected: mixing styles is not recommended.

I. GENERAL GUIDELINES

1. Page lay-out. The student (author) may, within reasonable limits, choose the font he prefers. Some frequently used fonts are: Times New Roman, Garamond, Helvetica, Bookman Old Style, Verdana, and Arial.
2. Preferred character point size: 12 pt. Line-spacing: 1.5. A decent margin should be allowed on both sides.
3. Start each chapter on a new page.
4. A dissertation is usually composed of parts, as indicated (in their sequence) below:

TITLE PAGE

CONTENTS

DEDICATION

not obligatory

ACKNOWLEDGEMENTS

not obligatory

LIST OF ABBREVIATIONS

If applicable

FIGURES AND TABLES

(List of figures and tables) if applicable

PREFACE

not obligatory: separate from Introduction, usually more personal or 'autobiographical'

INTRODUCTION

CHAPTER 1

CHAPTER 2, ETC

CONCLUSIONS

APPENDICES

BIBLIOGRAPHY

II. REFERENCES IN TEXT

This part concerns, on the one hand, straightforward references to an author or paraphrasing of an author's words and, on the other hand, the use of quoted material, text, etc.

1. Whenever an author or his work, a theory, survey, or other are referred to (by way of illustration, etc.) or paraphrased, they must be identified with a printed source.

1.1 Place the surname of the author and the publication year, either separated by a comma or without, within parentheses. This reference must be inserted directly after the statement or the paraphrase it relates to.

1.2 If the author or authors are explicitly named in the passage, only the year of publication will appear in parentheses, possibly followed by page number(s).

1.3 Should the work you are referring be anonymous, or not have been signed, place title and date in parentheses instead.

It is important that the in-text reference may be easily identified or matched up with the entries in the References or Bibliography section.

Thus:

(i) By this time industry had come to play a leading role (World Bank, 1993).

(ii) The problem of efficient instrumentation, in a more general framework (when the regressors are partially correlated with the individual random effect), has been addressed by Arellano and Bover (1995).

(iii) Goldman (1993) constructs very careful linguistic arguments based on an analysis of the legal discourse to show that the concept of accidentality is used in this Customary Law setting.

2. Quotations

When quoting directly from a source or direct speech, always reproduce the words of the original faithfully. Quotations can be run on in the body of your essay or broken off from it. If the length of the text you are quoting is under 20-25 words (some 2 or 3 lines of text), then generally you would 'run it on' (or embed it) and enclose these words in quotation marks. For a passage that exceeds this length you would normally break it off and drop the quotation marks. The distinction between long and short tends to vary, however, and it does depend on editorial preference, aesthetic appearance of the lay-out.

In sum, a distinction must be made between run-on (embedded) and display quotations:

2.1 run-on or embedded quotations. Relatively short, these do not interrupt the normal paragraph lay-out. Here, the author's surname, or authors' surnames, must be followed by the year of publication and page reference immediately, year and page numbers placed in parentheses – Author (1999: p. 234).

Thus:

Tiersma (1999: pp. 139-41) provides a helpful characterisation of legal written texts, dividing them into three types. He proposes (Tiersma, 1999: p. 139) that operative documents 'create or modify legal relations', in other words they establish the legal framework itself.

2.2 *display* quotations, generally longer ones, which are graphically separated, possibly indented from the normal margin. In this case, the author's surname (or authors' surnames) follows immediately after the long quoted passage, outside the quotation marks or the appropriate punctuation. The name is followed by indication of the publication year and page references in parentheses.

3. When an author or editor has published more than one article or volume in the same year, indicate the sequence by the letters a/b/c/etc. after the publication year.

Thus:

'Other GLS instrumental variable estimators have appeared in the literature: see, for instance, Sevestre and Trognon (1966b: p. 134), but etc.'

4. If your reference to an author includes more than one of his/her works (volumes, papers, etc.), you must add all the relevant years of publication.

Thus:

Keynes (1929, 1930)

5. Footnotes should be used sparingly: avoid using them to signal a source or bibliographical data. Instead, consider a footnote as a means of providing background or complementary information that, albeit important and interesting, may risk disrupting the flow and continuity of the argument.

III. BIBLIOGRAPHICAL SOURCES

1. General principles.

For each work, article, report, or author quoted you will need to provide precise and full details of their sources in the Bibliography.

A Bibliography will contain books in print as well as electronic publications (Internet).

Detailed instructions on how to refer to electronic publications may be found in the *Guida alle citazioni bibliografiche* mentioned in this section (III), in paragraph 2.4.6 below ('Additional remarks').

Bibliographical references will:

- i. be listed in alphabetical order by author, then in chronological order by year of publication;
- ii. carefully reproduce the information appearing on the published volume's title page (not the book cover);
- iii. use only two typeface styles: roman and italics (for the sake of simplicity, avoid using **bold**, SMALL CAPITALS, and underlining);
- iv. each end with a full stop.

The style we recommend is close to the author-date, known as the 'Harvard system'.

2. Let us examine the three essential constituent of a bibliographical entry.

2.1 Author

2.1.1 For each author (up to three), indicate in the order: Surname, initial(s) of first OR Christian name (each followed by a dot), year of publication in parentheses. When there are more than three authors / editors, indicate only the first, namely the one that is relevant to the context, adding: *et al.* after the name (*et alii* = Latin, meaning 'and others').

Thus:

Cencini, A. (1995) *Monetary Theory: National and International*, London and New York: Routledge.

Fabbri, D., Fazioli, R., and Filippini, M. (1996) *Intervento pubblico e l'efficienza possibile*, Bologna: Il Mulino.

Tonella, G. *et al.* (1997) 'Simulation of Structural Change', in A. Bruzzone and E. Kerchkoffs (eds), *Simulations in Industry*, San Diego: Simulation Computer Society.

2.1.2 In the case of a collection of articles (e.g. edited book, conference proceedings) with one or more editors, their names must be followed by:

(a cura di); if the publication is Italian; (ed. / eds) if English; (Hrsg.) if German; and (éd. / éds) if French.

Thus:

Quadrio Curzio, A. and Scazzieri, R. (a cura di) (1977) *Tradizione e rivoluzione in economia politica*, Bologna: Il Mulino.

Glyn, A. and Miliband, D. (eds) (1994) *Paying for Inequality. The Economic Cost of Social Injustice*, London: IPPR/Rivers Oram Press.

2.2 Title

2.2.1 The title of a volume (e.g., author's study, edited book, proceedings) as well as the title of a journal, periodical, etc. should appear in *italics*. Should there be a sub-title, separate this from the main title by a full stop. If you are reporting a publication in a language other than the one of your paper or dissertation, our advice is to conform to the editorial conventions in use in the language. Reproduce upper and lower case initials exactly.

Thus:

Padoa-Schioppa, T. (1987) *Efficiency, Stability and Equity: a Strategy for the Evolution of the Economic System of the European Community*, Oxford: Oxford University Press.

Archinard, G. et Guerrien, B. (1988) *Analyse mathématique pour économistes*, Paris: Economica.

Ratti, R. et al. (eds) (1997) *The Dynamics of Innovative Regions. The GREMI Approach*, Aldershot (UK): Ashgate.

IMF (1984) *International Capital Markets: Developments, Prospects, and Policy Issues*, Washington, DC: IMF.

Parri, L. (1999) 'L'involontaria sociologia economica di Hayek alla luce di Pareto e Weber', *Rassegna italiana di sociologia*, XL, n. 3, luglio-settembre, pp. 409-33.

2.2.2 The title of a chapter or of a single contribution to a miscellany must be enclosed in single inverted commas or 'quotation marks'. Handle in the same way the title of an article within a periodical, journal or review, or the title of an entry in dictionary or encyclopaedia, etc.

Thus:

Scazzieri, R. (1997) 'Reddito', in *Enciclopedia delle Scienze Sociali*, vol. VII, Roma: Istituto dell'Enciclopedia italiana.

2.2.3 In the case of an edited book, the article's title is followed by a comma, followed by *in +* the initial(s) of the first name and the surname of the author(s) or editor(s), then the title of the book in *italics*, and so on

Thus:

Baranzini, M. and Scazzieri, R. (1997) 'Profit and Rent in a Model of Capital Accumulation and Structural Dynamics', in P. Arestis, G. Palma and M. Sawyer (eds) *Essays in Honour of G.C. Harcourt*, London and New York: Routledge, pp. 121-32.

Balzani, R. e Varni, A. (1992) 'Le aziende elettriche municipalizzate', in G. Mori (a cura di) *Storia dell'industria elettrica: le origini 1882-1914*, Bari: Laterza.

2.2.4 When on the other hand the publication is a periodical, scientific or academic journal, etc., the 'title of the contribution' is followed by the title of the periodical and separated simply by a comma. It is good practice to complete this sort of entry by an indication of the exact page numbers (as may be seen in the examples provided).

Thus:

Ronchetti, E. (1997) 'Robustness Aspects of Model Choice', *Statistica sinica* vol. 7 pp. 327-38

Pettenati, P. (1967) 'Il teorema di Pasinetti in un diverso quadro di riferimento', *Studi economici*, pp. 581-8.

2.3 Publisher

2.3.1 The place of publication (sometimes completed by the abbreviated name of the country, when necessary) is followed by the name of the publisher (in its briefest denomination) and the two are separated by a colon (:).

2.3.2 In this final part of the citation other information may be added or provided, for instance: the volume consecutive number (vol.) and/or the issue number (n.) and/or the month or other (quarter, etc.) depending on the frequency of publication, and the page numbers (p./pp.) corresponding to the article or contribution (in fact, with periodical publications (reviews, journals), publisher and place of publication are, as a rule, omitted.

Thus:

Sen. A. (1987) *On Ethics and Economics*, Oxford and New York: Basil Blackwell.

Miglio, G.F. (a cura di) (1997) *Federalismi falsi e degenerati*, Milano: Sperling & Kupfer.

Cline, W.R. (1984) *International Debt: Systemic Risk and Policy Response*, Cambridge (MA): MIT Press.

de Nardi, S. e Traù, F. (1999) 'Specializzazione settoriale e qualità dei prodotti: misure della pressione competitiva sull'industria italiana', *Rivista italiana degli economisti*, IV, n. 2, agosto, pp. 177-212.

Ronchetti, E. and Gatto, R. (1996) 'General Saddlepoint Approximations of Marginal Densities and Tail Probabilities', *Journal of the American Statistical Association*, vol. 91, pp. 666-73.

2.4 Additional remarks

2.4.1 For book or article reviews, please follow the model provided by this example:

Baranzini, M. (1996) Review of A. Cencini, *Monetary Theory. National and International*, in *Kyklos*, vol. 49, pp. 650-2.

2.4.2 Preface, introduction, post-face to a volume may be considered as technically in the same category as a chapter proper, and hence shall also be enclosed within 'single quotation marks'.

2.4.3 When listing several works or publications of one author, please follow the chronological order (first the oldest, and the latest, last).

2.4.4 Should there be, as is often the case, more than one edition and/or reprint, we advise to include both the original year of publication and the date of the most recent edition. At any rate, please make clear which edition you have been using for the purposes of your research, if nothing else in order to facilitate your reader's double-checking.

2.4.5 Depending on the topic and the kind of research undertaken, some students may end up using particular (less conventional) forms of documentation and other means of information. In particular,

students may make use of audio-visual material; they may record interviews with individuals or personalities, as a means of conducting a survey or other); or again illustration (photographs, reproductions), and so on. If this is the case please consult (on line) the *Editorial Guide* mentioned here below (paragraph 4.6).

2.4.6 Finally, we want to remind students that the University Library has compiled and made available on its website a *Guida alle citazioni bibliografiche (Guidelines for bibliographical references)*. This is a useful and rigorous tool for academic writing, which we see as a valid complement to our own Style Sheet. Please go to: http://www.library.lu.usi.ch/istruzioni/generalita/Guide_citing_social_sciences.pdf

MASTER'S THESIS REGISTRATION FORM

STUDENT <i>Surname and First Name</i>	
STUDENT NO.	
MATRICULATION YEAR	
MASTER'S PROGRAMME	
DISSERTATION TITLE	
SUPERVISOR'S NAME	
SUPERVISOR'S SIGNATURE	
CO-SUPERVISOR <i>(indicated by supervisor)</i>	
DATE	
EXPECTED SUBMISSION DATE <i>(December / May / August)</i>	

Please hand in to:

*Sara Bernasconi - Examinations Secretary
Master's programme Director*



DICHIARAZIONE DI ADEMPIMENTO

Si attesta che lo/a studente/essa

Cognome e Nome:

No. Matricola:

ha adempiuto a tutti gli obblighi assunti con questa Biblioteca.

Lugano,

Per la Biblioteca:

DECLARATION OF ACADEMIC HONESTY

I, the undersigned, hereby declare that I am the author of the present paper and that, except where specifically acknowledged, no parts have been copied from other authors or sources, or from papers previously submitted for assessment by myself or other students.

Any paragraph or portion of text that I have excerpted from a scientific publication, the Internet, or other sources of information has been duly placed in quotation marks and explicitly cited in a clear footnote reference.

Additionally, I declare that I have read and understood the Faculty's provisions with regard to student plagiarism, and am aware of the penalties outlined under the appropriate articles of the current (December 2007) Student Regulations.

Student's Name and Surname:

Student ID card no.:

Dated and Signed: