**How to Write a PSP Thesis: Guidelines on Format and Structure**

**THESIS FORMAT**

This text provides important recommendations on how to write your final dissertation. PSP students must write their thesis in English; nonetheless, the frontispiece (title page) may be written in Italian. All modifications should be agreed with your thesis supervisor. Please, bear in mind that the following structural and format rules are compulsory:

**Example of Thesis structure:**

* Title/Cover Page
* Dedication Page (optional)
* Abstract
* Table of Contents
* List of Abbreviations and / or Glossary of Terms
* List of Charts, Graphs, Illustrations
* Introduction
* Major Portion of the Paper (Body)
* Example of structure:

Chapter 1

Section 1.1

Section 1.2

…

Chapter 2:

Section 2.1

Section 2.2

…

 Chapter 3:

Section 3.1

Section 3.2

…

* Conclusion
* References
* Figures w/ Figure Legends, Tables, Graphical Materia
* Appendices (if any)

**FORMAT AND STRUCTURE**

All required guidelines to write your Final Dissertation are described below. More precisely, further indications will be provided on how to format the Table of Contents, Introduction, Chapters and References.

TABLE OF CONTENTS

|  |  |
| --- | --- |
| Introduction | X |
|  |  |
|  |  |
| 1. Chapter 1 | X |
|  1.1. Section Title | X |
|  1.2. Section Title | X |
|  1.3. Section Title | X |
|  1.4. Section Title | X |
|  |  |
|  |  |
| 2. Chapter 2 | X |
|  2.1. Section Title | X |
|  2.2. Section Title | X |
|  2.3. Section Title | X |
|  2.4. Section Title | X |
|  |  |
|  |  |
| 3. Chapter 3 | X |
|  3.1. Section Title | X |
|  3.2. Section Title | X |
|  3.3. Section Title | X |
|  |  |
|  |  |
| Conclusion | X |
|  |  |
|  |  |
| References | X |

**INTRODUCTION**

Each section starts from this point.

**12-point Times New Roman** is the preferred font; the whole text should be **justified.** Paragraph format: **left 0 cm; right 0 cm; first line indent 0,75 cm; line spacing 1,5; line spacing before 0; line spacing after 0**.

Four page margins: **top 3,5 cm; bottom 3 cm; inside 3,5 cm; outside 4 cm; gutter margin 0 cm; header 0 cm; footer 1,5 cm.**

All in-text references should be cited as follow.

1. Multiple works by the same author:

Example: bla bla bla (Istat 2005; 2007a; 2007b; 2008).

2. Multiple authors/Multiple works:

Example: bla bla bla (Katz and Mair 1995; Bardi *et al.* 2007; Massari 2007).

3. In text-citation: each in-text **quotation should be preceded and followed by quotation marks**; you also need to **include the** **page number in the quotation:**

Example 1: Jane Doe explained the context as follows (2017, 52): “*bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla*”.

Example 2: “*Il carattere territoriale, interclassista e interetnico della scuola italiana ha finora preservato il nostro paese dalla creazione di scuole-ghetto*” (Dalla Zuanna *et al.* 2005, 54).

If authors are more than two, references should be cited as follows: (Pallino *et al*. 2017).

**CHAPTER 1**

**Chapter title**

1.1. *Paragraph title*

Each section starts from this point.

12-point Times New Roman is the preferred font; the whole text should be justified. The paragraph format: left 0 cm; right 0 cm; first line indent 0,75 cm; line spacing 1,5; line spacing before 0; line spacing after 0.

Four page margins: top 3,5 cm; bottom 3 cm; inside 3,5 cm; outside 4 cm; gutter margin 0 cm; header 0 cm; footer 1,5 cm.

All in-text references should be cited as follow.

1. Multiple works by the same author:

Example: bla bla bla (Istat 2005; 2007a; 2007b; 2008).

2. Multiple authors/Multiple works:

Example: bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla (Katz and Mair 1995; Bardi *et al.* 2007; Massari 2007).

3. In text-citation: each in-text quotation should be **preceded and followed by quotation marks**; you also need to include the page number in the quotation:

Example 1: Jane Doe explained the context as follows (2017, 52): “bla bla bla bla bla bla bla bla bla bla bla bla bla bla bla”.

Example 2: “*Il carattere territoriale, interclassista e interetnico della scuola italiana ha finora preservato il nostro paese dalla creazione di scuole-ghetto*” (Dalla Zuanna *et al.* 2005, 54).

If authors are more than two, references should be cited as follows: (Pallino *et al*. 2017).

1.2. *Paragraph title*

Footnotes example[[1]](#footnote-1).

**References**

The reference list should be put in alphabetical order according to the (first) author’s surname.

1. **How to reference books**

Abella M.I., Park Y. and Böhning W.R. (1999). *Adjustments to Labour Shortages and Foreign Workers in the Republic of Korea*, Geneva, Ilo, International Migration Papers, n. 1.

Abburrà L. (ed.) (2006). *Pisa 2003: bravi come gli altri. Nuova luce sulle competenze dei quindicenni nel confronto tra regioni italiane ed europee*, Milan, Franco Angeli.

Ambrosini M. (1999). *Utili invasori. L’inserimento degli immigrati nel mercato del lavoro italiano*, Milan, Franco Angeli-Ismu.

Ambrosini M. (2001). *La fatica di integrarsi. Immigrazione e lavoro in Italia*, Bologna, Il Mulino.

1. **How to reference book chapters**

Bazzanella A. (2007). *I giovani guardano la società: la fiducia nelle istituzioni*, in Buzzi C., Cavalli A. e de Lillo A. (eds.), *Rapporto giovani. Sesta indagine dell’Istituto Iard sulla condizione giovanile in Italia*, Bologna, Il Mulino, pp. 201-208.

1. **How to reference journal articles**

Alba R. e Nee V. (1997). *Rethinking Assimilation Theory for a New Era of Immigration*, in «International Migration Review», vol. 31, n. 4, pp. 826-874.

Aldous J. (2006). *Family, Ethnicity, and Immigrant Youths’ Educational Achievements*, in «Journal of Family Issues», vol. 27, n. 12, pp. 1633-1667.

1. Write notes in this section. Font:Times New Roman 11, line spacing 1,5; alignment, justified. [↑](#footnote-ref-1)