FORMATTING YOUR DISSERTATION/PROJECT OR INTERNSHIP REPORT[1]

The graphic presentation of a dissertation, project or internship report of the Master degrees of the School of Technology and Management shall obey the following guidelines:

Format
- Margins: Left 3 cm; right, top and bottom 2.5 cm;

For landscape pages: top 3 cm; left, right and bottom 2.5 cm;
- Font: *Times New Roman*, size 12, or
    Arial, size 11, or
    Latin Modern, *normal size*, in *LateX* (selected by default);
- Line spacing: 1.5, justified text;
- Paragraph spacing: single spaced (one line high);
- The title of the dissertation, project or internship report must be in the same language.
    When foreign words are used, both in the title and in the text, you should use italics.

Cover:
- Identification of the school (logo)[2];
- Title of the dissertation, project or internship report;
- Name of the Master degree and the curricular unit: dissertation, project or internship report;
- Full name of the student;
- City where the school is located, month and year of delivery.

First page[3]:
- Identification of the school (logo);
- Name of the Master degree and the curricular unit: dissertation, project or internship report;
- Title of the dissertation, project or internship report;
- Full name of the student;
- Name(s) of the supervisor(s) and their affiliation;
- City where the school is located, month and year of delivery.

Bibliography
The system used to insert the bibliography or the quotations should:
- Respect an established rule;
- Follow the most common practices in the area; and
- Be used in the same way in the entire document.

Structure of the dissertation, project or internship report (please see the template[4]):
1. Cover
2. First page
3. Dedication (optional)
4. Acknowledgments (optional)
5. Abstract e Keywords (maximum of 6 words)
6. Contents (general)
7. List of figures
8. List of tables
9. List of abbreviations and acronyms
10. Body of the dissertation, project or internship report:

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[1] Under article 30 (2)(e) of the *Regulamento de Avaliação do Aproveitamento dos Estudantes da Escola Superior de Tecnologia e Gestão do Instituto Politécnico de Leiria*.
[2] For Master degrees in partnership with other Schools of the Polytechnic of Leiria, please use the logo with the two Schools; for Master degrees in partnership with other HEIs, you should identify both institutions with their logos.
[3] Immediately after the cover.
[4] Available in electronic format.

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The body of the dissertation, project or internship report should be divided in hierarchized numbered parts. You should use the same designations in the entire document (i.e., chapter, section, subsection). Example:

    a. Introduction
    b. *…to be defined…*
    c. *…to be defined…*
    d. Conclusion

11. Bibliography[5]
12. Appendices
13. Glossary (when applicable)

Note 1. In Points 3 to 10 you should use lowercase Roman numerals; the first page counts, but has no number. From Point 11 forward you should use Arabic numerals.
Note 2. The order defined for items referred in Points 7 to 10 may be changed to follow the most common practices in the area.

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[5] Or bibliographic references, to follow the most common practices in the area.