Order
RT-32/2005 (Annex 1) **FORMATTING GUIDELINES FOR MASTER'S AND DOCTORAL THESES**

The master's and doctoral theses, for all the work done at the University of Minho, must comply with the standards set out in this document and with the ''Graphic Identity Guidelines for Thesis Covers of the University of Minho'' (Annex 2).

1. The covers and respective back covers of the Master's theses must have a white background, and the inside front cover should have a grey background (Pantone Cool Grey 7). The lettering on the cover and spine should also be grey and the font NewsGotT. Font sizes and formatting should be as specified in the Guidelines.

2. The covers and respective back covers of the Doctoral theses must have a grey background (Pantone Cool Grey 7), and the inside front cover and back cover should have a red background (Pantone 1807). The lettering on the cover and spine should be white and the font NewsGotT. Font sizes and formatting should be as specified in the Guidelines.

3. In accordance with Annex 2, all covers must present an A4 size page and include:
   a. the logo of the School/Institute under which the work was carried out. This logo should be placed at the centre top of the page. The logo is composed of the symbols and the distinctive lettering of the University of Minho and the School/Institute;
   b. full name of the author;
   c. the title of the thesis;
   d. month and year of submission of the thesis.

4. In accordance with Annex 2, the spines should have:
   a. the logo in vertical format without the lettering of the School/Institute under which the work was carried out;
   b. name of the author (full name is not necessary);
   c. the title of the thesis;
   d. the indication ''UMinho'' and the year of submission of the thesis.

5. The back covers do not need to include any information. However, they may be used to display other elements, such as logos or names of organisations that supported or funded the work developed (e.g. Prodep, FCT, etc.). Whenever possible, these elements should be displayed in a single colour (white in the case of a grey background, and grey in the case of a white background) and at the bottom of the page (Annex 2).

6. All theses must have a white title page with a grey NewsGotT lettering. Font sizes and formatting should be as specified in the Guidelines. This title page, exemplified in Annex 2, should contain the following elements:
    a. the logo of the School/Institute under which the work was carried out. This logo should be placed at the centre top of the page. The logo is composed of the symbols and the distinctive lettering of the University of Minho and the School/Institute;
    b. full name of the author;
    c. the title of the thesis;
    d. the type of thesis according to the degree it grants ("Master's Thesis" or "Doctoral Thesis"); field and branch of the doctorate (in the case of doctoral theses) or the designation of the master's degree (in the case of master's theses);
    e. indication of "Work conducted under the guidance of the Professor", followed by the name of the adviser;
    f. month and year of submission of the thesis.

7. The inside title page must contain the statement regarding the reproduction conditions of the thesis signed by the author (Annex 3).

8. Page 2 of the thesis should include:
    a. acknowledgements, where applicable;
    b. mention of financial support, where applicable;

9. Page 3 of the thesis (or page 2 if no acknowledgements or mention of financial support are to be made) should include the title and abstract of the thesis. This abstract should not exceed one page, in the case of master's theses, or two pages, in the case of doctoral theses.

10. Page 4 or 5 of the thesis should display the title and abstract in a widely known foreign language. This abstract should not exceed one page, in the case of master's theses, or two pages, in the case of doctoral theses.

11. Whenever the thesis is written in a foreign language, with express authorisation from the Scientific Council, it must also include the title and abstract in Portuguese (Page 4 or 5).

12. The next page should display the index, followed by the lists of abbreviations and acronyms, figures, symbols, illustrations, tables, etc., where applicable.

13. Except the title page, which should not be numbered (although included in the counting), all text pages should be numbered as follows:
    a. initial or preliminary pages - acknowledgements, abstracts, indices, etc. - should be numbered in lower-case Roman numerals;
    b. body text and annexes must be continuously numbered in Arabic numerals.

14. The body text should be displayed on both sides with a 1.5 line spacing and a 12 point font, while footnotes should be displayed with an 8 point font.

15. The availability of the thesis and its subsequent access in RepositoriUM - the institutional repository of the University, through the Documentation Services of the University of Minho, is authorised via the statement in Annex 4, after approval of the jury.

16. The digital version of the theses and dissertations should comply with the following guidelines:

a. It should consist of a single file (if it is equal to or smaller than 10 Mb), or a limited number of files (if larger than 10 Mb). If theses and dissertations consist of more than one file, then they should be divided into three or four files: Front cover and initial pages (cover, title page, acknowledgements, abstracts and indices/summary); Body Text (the thesis or dissertation text); Bibliography and Annexes (in a single file or two separate files);

b. It should be submitted in PDF (text components). Image, audio or multimedia files may also be included, preferably in standardised and non-proprietary formats.

17. In order to facilitate the design of the covers, the "Graphic Identity Guidelines for Thesis Covers of the University of Minho" is available on the Intranet through a Login in the area related to the Graphic Identity. In this area, other useful elements are also available with regard to the design of the thesis covers and respective title pages, such as the logos of the various Schools/Institutes, or the mandatory font type.

18. FreeHand files are also available on the Intranet, in the area dedicated to the Image Folder, where students can directly edit/change the body text of the specified layout of the thesis covers. Files with graphics are also available, which include the covers and labels for the CDs of the Master's and Doctoral Theses.

University of Minho, 14 June 2005

The Rector
A. Guimarães Rodrigues