

## MASTER THESIS TYPOGRAPHICAL RULES

**Cover page:** download the file "Frontespizio – laurea magistrale" from the [University website](#) and enter all the necessary data (department, title, personal data, supervisor, academic year, etc.).

The following are general guidelines to make the text easier to read, layout, print and save the file.

- Format: A4
- Recommended font: Times, Times New Roman or Courier. Please, use italics, bold or underlined only where strictly required by the text or discipline (i.e., italics is usually used for foreign words).
- Body size: 12 or larger
- Preferably use justified text. If a 'flag' text is required for particular reasons, use left-aligned text. Text should be on both sides of the text sheet.
- Margins: 3 cm top, bottom, and sides.
- Line spacing 1.5
- Page numbering: insert the function automatically starting with the after the cover page (the back of which should be left blank). Preferably place it on the bottom right of odd-numbered pages and on the left of even-numbered pages (this operation is done automatically using a version of Word or a similar editor programs).
- Notes (decide with the supervisor): Notes can be added to the end of the page (footnotes) or at the end of the text.
- Images/tables: insert them freely where you need them, trying to stay within the margins used for the text. Images and tables must be accompanied by a caption.

### **Example**

To successfully complete the Master Course, students need to pay close attention to the deadlines presented in the Department's Didactic Calendar and carefully follow the secretarial procedures, both as regards the online compilation of the application for the provisional title of the final dissertation and as regards submission of the degree application. The calendar of the graduation sessions is published on the website of the Department: whoever decides to postpone the discussion is asked to communicate it to the principal advisor of the final dissertation and the departmental structures as quickly as possible. Regarding the deadlines for the delivery of the final dissertation, it is recommended to make precise arrangements with the principal advisors, especially if they are expected to be on international mobility for a long period.

### **Please note**

#### QUOTES

If longer than three lines, quotations must be indented with respect to the margins (by 1 cm), both left and right, and the line spacing must be single and not 1.5 as for the rest of the text. The typographical body must also be reduced by one point. Inverted commas shall not be used.

If less than three lines, quotations should be inserted directly into the text without any change in font, body or line spacing. Inverted commas shall be used.