

INSTRUCTIONS FOR FINALIZING THE THESIS WORK

This document presents specific aspects related to the final thesis draft and presentation. The general procedures and regulations for preparing and defending the doctoral thesis can be found in the Program Regulations (University Resolution RU-06-2021), Articles 24-36.

This document is complemented with a pdf and a latex template which provides an overview of the suggested structure of the thesis final text. Please consider following this structure as closely as possible, as it can be adapted to both a thesis compendium (three articles) and a single manuscript.

The thesis can be written either in Spanish or in English, but not a combination of both languages.

THE FINAL THESIS DRAFT

Latex template

In the following link you will find the template with the structure, instructions, detail format, and content of the thesis: <https://www.overleaf.com/1431759219qjwsnncqhfgz>

The program gives the flexibility for working in Latex or Word (or other software). However, it is recommended to review the instructions and examples of the Latex template, even when choosing Word.

Thesis format specifications

- Right margin: 2,5 cm - left margin: 3 cm.
- Top and bottom margin: 3 cm.
- Front size (body): 12 points.

Line spacing: 1,5

Introduction

In this section include: the reasons for the choice of the thesis topic; a summary of the research questions at the foundation of the project; the contributions offered by the thesis; a brief summary of the main results; a brief illustration of the thesis structure and the ways in which the project has been carried out.

Text

Any sections in which the text is divided (including Appendix), must be indicated by Arabic numerals (1, 2, etc), any subsections as follows: 1.1, 1.2, etc. For a thesis following the three papers structure, each paper must be a separated chapter.

Page numbering

Pages must be numbered at the bottom center of each page, starting from the Introduction.

Figures and tables

Figures and tables must be numbered consecutively (figure 1, figure 2; table 1, table 2). Each figure and table must have a brief title and their source must be indicated. In addition, to indicate the source. Consider that it is important to reference within the text (in the paragraph before it appears). In case of using Word, you should use the tool for cross reference and automatic numbering of figures and tables.

Formulas

Formula numbering must be added with parenthesis on the left side. Both the variables and the equations must be written in Word's Equation Editor if you do not use the Latex template.

Footnotes

Footnotes must be numbered consecutively (1, 2, etc) and must be added at the bottom of the same page (front size: 10 pt)

Conclusions/ Discussion

The research questions indicated in the Introduction must be answered here. This is not just a brief synthesis of the work undertaken but it must be a statement of the student supported by clear evidence and references that have been developed in the thesis. The discussion of the results and conclusions should be done considering the scientific literature, both theoretical and applied. Suggesting potential policies related to the results is recommended, if relevant.

Bibliography

The bibliography should follow the format of APA standards. Make sure only the references cited within the thesis are included, and that all these references are included.

Acknowledgements

Include thanks to the people and/or entities that supported the realization of the thesis. In case of financing, it is recommended to add the following: "Funding: This research was funded by <FUNDER NAME>, grant number <ID>."

THE THESIS DEFENSE

The thesis defense (*Examen de grado*) is a public event in which the student presents the thesis work to the Evaluation Committee.

The time for the presentation is a maximum of 30 minutes. It is suggested that equal time is devoted to each chapter in the case of a thesis compendium (three articles), but there is flexibility in this regard. The presentation is followed by a round of questions by the members of the Evaluation Committee, and then questions from the public.

This thesis defense is scheduled once the final version of the thesis draft is approved for presentation by the Evaluation Committee. There is no specific format for the presentation, but it is recommended that the Advisor approve the final version of the presentation.