DISSERTATION INSTRUCTIONS

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**IMPORTANT:**

**this document must be read compulsorily and carefully before the interview with the teachers.**

**Otherwise, the lecturers will not proceed with the interview itself and will fix an appointment at a later date.**

# The theme:

The topic is agreed upon with the student(s), **consistent with** the teaching and research **topics of** the lecturers.

# Prerequisite for bachelor’s degrees:

Prior to the start of the thesis, it is compulsory to complete the **course on University Library Resources** (follow the instructions at this link: <https://biblioteche.unife.it/SebinaOpac/article/education/formazione?locale=eng> ) in order to obtain the title. The certificate obtained must then be forwarded to the lecturers by email.

# The search for literature:

All assigned theses involve a **literature** search and review on the topic, and the writing of one or more literature review chapters whose aim is to provide an overview of the scientific debate on the topic.

Not all **sources are reliable** and may have a place in the literature review. In particular, it is necessary to **use Google Scholar** (scholar.google.it) (instead of the standard Google) to track down **scientific articles/book chapters** dealing with the topic. **In addition to** these sources, specialised press articles (e.g. The economist/Il Sole 24 ore), reports and documentation from public bodies/international institutions/trade associations/trade unions or company documentation can be considered reliable sources.

Wikipedia entries (although it is possible that the bibliographical sources of the entries include possible works of interest for the work of the thesis), blogs, previous theses, or other materials that are not specialised or of recognised reliability **cannot** be **considered reliable sources** and therefore cannot be cited.

The university library system offers a very rich range of articles and sources available to students. It is therefore likely that a large part of the articles of interest can be accessed by students either by connecting via the unife network, or by downloading the **university vpn** (type in google: open vpn unife and follow the instructions) which allows access to all the university content even if you are not connected via the university network.

In case you need access to articles not available in the University Library systema, you can request **inter-library loan**, which can produce the requested articles very quickly (within a few days) in electronic format.

# The title page:

The lecturers send the students a title page file, which must be **the only file the student will work on**. **The file is already formatted in its entirety**, so the student will have to overwrite the fields of interest (thesis title, candidate, advisor, table of contents, etc.), without, however, changing the form of the text (including blank lines). There are also some **examples of bibliography** in the file, which show the candidate how to fill in the data of the articles/books he/she will read and cite. The bibliography must be unique, and in alphabetical order by author's surname.

**N.B.:** Each time the student sends the thesis to the lecturers, he/she must send the title page file renamed as **'thesis SURNAME DATE**' (e.g. 'thesis Rubini 10.11.2022').

# The writing of the thesis:

**One should not be in a hurry when writing one's thesis:** the first phase must necessarily be dedicated to a thorough reading of the material in the literature on the subject. Only after acquiring a certain knowledge of the subject will it be possible, in fact, to get an idea of the thesis outline and how to organise the discourse.

Connected to this aspect is that of **the citations in the body of the text**: they are an absolutely fundamental element of the thesis, allowing the reader - and the lecturers - to understand whether what is written has a solid reference in the literature or not, and also to assess the candidate's ability to carry out a comprehensive literature review. It is therefore essential, each time a paragraph is written, to accompany it with the appropriate bibliographic references (the more numerous, the better), including the authors' surnames and year in brackets at the end of the sentence. If there are more than two authors, they should be cited in the text with the surname of the first author and the words *et al.*, followed by the year of publication. E.g. (Rubini et al., 2022).

**Example**

Moreover, in the long run, scientific collaborations can boost a nation's research activity and productivity, ensuring efficiency not only from an economic point of view (Glänzel and Schubert, 2004).

Parallel to the expansion of research networks, recent years have also witnessed a phenomenon of globalisation of scientific research with the increase in international research collaborations involving any discipline (Glänzel and Schubert, 2004).

Among the main reasons for the increase in international scientific collaborations, we find the spread of the Internet, which has allowed for a faster dissemination of information and coordination by creating real 'laboratories without walls' (Teasley and Wolinsky, 2001): in this way, geographical distance is no longer an obstacle to international scientific collaborations and a greater geographical diversity of collaborators can be ensured (Beaver, 2001; Rubini et al. 2018).

However, while on the one hand the Internet ensures the faster and cheaper dissemination of information by making more information accessible to all, on the other hand the increased circulation of information may affect its quality and reliability (Beaver, 2001).

**Bachelor students** are not required to develop original work, but to ***organise*** material already in the literature in an **original way**, following a thread of personal (and not other authors') discourse. If the student reads little, it may happen that he or she finds the same article quoted over and over again in the course of the text: if an article says exactly what you would like it to say, it means that it is not your original thought, but the reporting of the author's thought. Precisely for this reason, it is very important to read a lot (and sometimes even read material that you will eventually decide not to include in the thesis) before writing. **Masters’ degree students** are required instead to develop ***original work*** on the basis of data elaboration or of existing literature. Also in this case, a relatively in depth search for appropriate literature is essential.

**Figures and tables** may also be included in the text. They must be numbered consecutively and must be complete with caption and source. The number must also be referred to in the text, in order to understand where the part of the text referring to the figure or table is located. If there is no part of the text that can be referred to the table or figure, it means that the latter is useless for the discussion and can be deleted.

**EXAMPLE**

Among exclusively Chinese publications, the most present actor is, as one would expect, the university, involved in 93% of the cases (Figure 2).

The academy is the only one present in 35% of Chinese publications, while in the remaining cases it appears with other institutions.

After universities, university hospitals also play an important role, being present in 51% of cases, either individually or in cooperation with other institutions.

***Figure 1. Collaborations between institutions in purely Chinese scientific publications***

**34; 2%**

**32; 2%**

**66; 4%**

**59; 3%**

**63; 4%**

**606; 35%**

**71; 4%**

**77; 4%**

**335; 19%**

Uni

Uni-Unihosp Hosp

*Source: author's elaborations on WoK data.*

**397; 23%**

Unihosp

Hosp-Unihosp Uni-Hosp

# Bibliography:

The sources used should be listed **alphabetically by author's surname** at the end of the thesis, in a section entitled 'Bibliography'. Each source should be listed in detail.

If it is an article, you must indicate: author's surname, first name initial, year of publication, article title, journal name, volume, number and pages of the article, as in the example below:

Iacobucci D. and Micozzi A. (2015), *How to evaluate the impact of academic spin-offs on local development: an empirical analysis of the Italian case*, in 'The Journal of Technology Transfer', 40(3), pp. 434-452.

If it is a volume, please indicate: author's surname, first name initial, year of publication, title of the volume, city of publication and name of the publishing house, as in the example below:

Patota G. (2021), *Lezioni di Italiano*, Bologna: Il Mulino.

Sources retrieved from sites should not be cited in the bibliography simply by retrieving the link, or by eleciting them separately in a sitography, but by indicating them by tracing the author, the title of the article and the source, as in the example below:

**Example**

**NOT like this:** [https://www.economyup.it/innovazione/cos-e-l-industria-40-e-perche-e-importante-saperla-](https://www.economyup.it/innovazione/cos-e-l-industria-40-e-perche-e-importante-saperla-affrontare/) [affrontare/](https://www.economyup.it/innovazione/cos-e-l-industria-40-e-perche-e-importante-saperla-affrontare/)

**BUT THAT:**

Maci L. (2022), *What is Industry 4.0 and why is it important to know how to deal with it*, in 'Economyup', 15 Sep, available online https://[www.economyup.it/innovazione/cos-e-l-industria-40-e-perche-e-](http://www.economyup.it/innovazione/cos-e-l-industria-40-e-perche-e-) importante-saperla-affrontare/

It is important to indent from the second line to highlight the author's surname and thus make it easier for those reading the thesis to trace the desired source.

# Plagiarism:

Plagiarism is a **serious offence**, which can lead to significant disciplinary sanctions. The lecturers have decades of experience in reading and tutoring dissertations, and know how to recognise an original paper from a copied text. It is therefore recommended to avoid any attempt, which will be discovered and sanctioned. It is possible to literally quote a sentence or definition that seems particularly fitting, but only in inverted commas and citing the source from which it is taken at the end. Copy/paste is definitely plagiarism.

# Timing and deadlines:

**It is the responsibility of the thesis** writer to manage the pace and timing of the thesis. The lecturers will not give deadlines by which to submit drafts. However, please note that the initial draft of the thesis must be submitted **well in advance** (at least 1 month) of the closing date for applications.

It is also the responsibility of the candidate(s) to **check the deadlines** by which degree applications and theses must be submitted (https://studiare.unife.it/BachecaAppelliDCT.do). Lecturers will not notify students who have not submitted an application of the impending deadline. Failure to submit the application will result in the discussion of the thesis being postponed to the next session.

# Data collection/internship/dissertation activities:

The conduct of the thesis may include data collection and processing. In this case, lecturers may propose to make a space available in their offices to assist the student in the area of data collection.

In this case, and in other cases in which dedicated activities are carried out in agreement with the lecturers, it is possible to flank the thesis activity with an internship aimed at the thesis, or a curricular internship, in which the student will carry out activities related to the writing of the thesis.

# *FOR BACHELOR DEGREES:*

When the decision is made to start drafting, after having written **the table of contents and about 5 pages**, the candidate will send this draft (drafted as on the title page) to the lecturers, who will give indications to continue in the direction taken or to readjust the layout. Once the lecturers are satisfied with the layout of the work, the candidate must proceed autonomously and the lecturers will **only** assess it **once it has been completed** and uploaded onto the platform at the time of the degree application, because one of the aspects to be assessed is the candidate's ability to work autonomously.

After the closing of the application and dissertation submission deadlines, the lecturers convene all bachelor students graduating in a given session for the **discussion of their dissertation**. Candidates must prepare a **powerpoint** in which they present the main points of their thesis. The presentation must be no longer than **10 minutes**. The graduation grade is communicated to the candidate(s) at the official proclamation.

# *FOR MASTER’S DEGREES:*

# After selecting the topic and conducting extensive reading on the subject, the first step is to draft **the table of contents**, which must then be sent to the lecturer (as indicated on the title page). Only after the table of contents has been approved can the writing of the first section begin. Always use the thesis file to share any advancement. Remember: introduction and conclusion should be written last.

# Final Summary Checklist:

* I did the bibliographical resources course and sent the certificate to the lecturers by email;
* I only used the file sent to me by the lecturers for the thesis;
* I renamed the file to 'Thesis SURNAME DATE';
* I always included references to the sources used in the thesis text;
* I have written the bibliography alphabetically by author;
* I have checked that the formatting of the text is accurate;
* I reread the text.