

## GUIDELINES FOR THE PRESENTATION OF THESES AND DISSERTATION WITH TRADITIONAL FORMATTING

### 1 GENERAL PRESENTATION INSTRUCTIONS

**a) Paper size:** A4, white.

**b) Font and size:** Times New Roman or Arial 12 point size font must be used for all text and 10 point size for long direct quotations, footnotes, numbering of pages, and captions of illustrations and tables.

**c) Margins:**

- top: 3 cm
- bottom: 2 cm
- left: 3 cm
- right: 2 cm

**d) Spacing:** citations of more than three lines, footnotes, bibliographic references, captions of illustrations and tables, catalographic index card, the type of research (thesis or dissertation), the objective, the name of the institution, and the line of research should be single-spaced. All other text should be typed with 1.5 line spacing.

**e) Headings and subheadings:** section headings should be at the top margin (3 cm from the top) and be separated from the text that follows them by two 1.5 spaces below (equivalent to two enters or two 1.5 spaced lines between them) written in capital letters.

The headings of the subsections should have two 1.5 spaces from the texts that precede and follow them. They must be aligned to the left margin (3 cm from the left edge of the page). The headings of the following subsections should also be left-aligned, with no indentation.

**f) Page numbering:** all pages starting on the title page should be counted sequentially, but not numbered. The numbering is placed from the first page of the body text (Introduction), in Arabic numerals, on the upper right corner, 2 cm from the upper edge of the page. If there are appendixes and annexes, they should be numbered sequentially as well.

**g) Bibliographical References:** should be in accordance with Prodanov and Freitas (2013) or with the ABNT guidelines.

## 2 STRUCTURE OF THE THESIS OR DISSERTATION

The structure of the thesis or dissertation comprises pre-textual, textual and post-textual elements.

### - Pre-textual elements:

- Cover (required)
- Book spine (optional)
- Title page (required)
- Catalographic index card (required)
- Errata (if applicable)
- Approval sheet (required)
- Dedication(s) (optional)
- Acknowledgements (optional)
- Epigraph (optional)
- Resumo and Palavras-chave (required)
- Abstract and Keywords (required)
- List of illustrations (optional)
- List of tables (optional)
- List of abbreviations and acronyms (optional)
- List of symbols (optional)
- Table of contents (required)

### - Textual Elements:

- Introduction
- Body text
- Conclusion

### - Post-textual Elements:

- Bibliographical References (required)
- Glossary (optional)
- Apendix(es) (optional)
- Annex(es) (optional)
- Index (optional)

### Source:

PRODANOV, C. C.; FREITAS, E. C. Metodologia do trabalho científico: Métodos e técnicas da pesquisa e do trabalho acadêmico. 2. ed. Novo Hamburgo: Editora Feevale, 2013. 276 p. ISBN: 9788577171583.

Disponível em: <<http://www.feevale.br/Comum/midias/8807f05a-14d0-4d5b-b1ad-1538f3aef538/E-book%20Metodologia%20do%20Trabalho%20Cientifico.pdf>>.



**Example 1: Cover**

**Universidade Feevale**  
**Programa de Pós-Graduação em Qualidade Ambiental**  
**Mestrado/Doutorado em Qualidade Ambiental**

**AUTHOR'S NAME**

**TITLE OF THE THESIS OR DISSERTATION**

**Novo Hamburgo**  
**Year**

**Example 2: Title page**

**Universidade Feevale**  
**Programa de Pós-Graduação em Qualidade Ambiental**  
**Mestrado/Doutorado em Qualidade Ambiental**

**AUTHOR'S NAME**

**TITLE OF THE THESIS OR DISSERTATION**

**Dissertação/Tese** apresentada ao Programa de Pós-graduação em Qualidade Ambiental como requisito para a obtenção do título de **Mestre/Doutor** em Qualidade Ambiental.

**Orientador:** Prof. Dr. **Advisor's name**

**Co-orientador:** Prof. Dr. **Co-advisor's name**

**Novo Hamburgo**  
**Year**

**Example 3: Approval sheet**

**Universidade Feevale**  
**Programa de Pós-Graduação em Qualidade Ambiental**  
**Mestrado/Doutorado em Qualidade Ambiental**

**AUTHOR'S NAME**

**TITLE OF THE THESIS OR DISSERTATION**

**Dissertação/Tese** de **Mestrado/Doutorado** aprovada pela banca examinadora em **day** de **month** de **year**, conferindo ao autor o título de **Mestre/Doutor** em Qualidade Ambiental.

**Componentes da Banca Examinadora:**

Prof. Dr. **Name of the advisor** (Orientador)  
Universidade Feevale

Prof. Dr. **Name of scholar**  
**Name of the university of origin**

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