



FEEVALE UNIVERSITY
POSTGRADUATE PROGRAM IN ENVIRONMENTAL QUALITY

This document establishes the guidelines for formatting theses or dissertations to be presented to the Postgraduate Program in Environmental Quality (PPG-QA). In addition to the traditional formatting of theses and dissertations, the model described hereafter is also accepted.

**TEMPLATE FOR THESES AND DISSERTATIONS IN THE FORM OF
ARTICLES**

It is required the **minimum of one article verified submission for a Master's thesis (qualified as A1 to B3 by CAPES) and at least two articles for a Doctoral dissertation**. For the latter, **at least one article must have been submitted (qualified as A1 to B3 by CAPES) and at least one article must have been published (qualified as A1 to B1 by CAPES)**. Only articles submitted and published in refereed scientific journals will be considered.

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 a 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.

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:

Initial Considerations: presents the thesis or dissertation, as well as a general introduction to the problem, a bibliographic review, and the objectives to be met.

Section 1 (or Article 1): must be a complete article, according to the guidelines of the chosen journal. It must contain at least the typical subdivisions of an academic publication (Introduction, Materials and Methods, Results, Discussion, Bibliographic References). As a footnote, cite the journal to which the article will be sent for publication. The formatting of the article must follow the general formatting guidelines previously described. **Section one is required for dissertations and theses.**

Section 2 (or Article 2): should follow the guidelines for section 1. **Section two is optional for master's thesis and required for doctoral dissertations.**



Section 3 (or Article 3) and subsequent: should follow the same guidelines used for section one. **These sections are optional for theses and dissertations.**

Note: The articles may be presented in another language, but the Coordinating Committee must consent it. However, the initial and the final considerations must be written in Portuguese.

Final considerations: are the main final considerations on the subject studied. It integrates the sections and, if relevant, presents perspectives for future work.

- Post-textual elements:

Bibliographical References (required): includes a list of the references cited in the Initial Considerations and in the Final Considerations. They must be in accordance with Prodanov and Freitas (2013) or with the ABNT guidelines.

Glossary (optional)

Apendix(es) (optional)

Annex(es) (optional)

Index (optional)

Source: PRODANOV, Cleber; FREITAS, Ernani Cesar de. Metodologia do trabalho científico: métodos e técnicas da pesquisa e do trabalho acadêmico. Novo Hamburgo: Feevale, 2013.

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