

Thesis formatting rules for Micro- and Nanotechnology at NOVA FCT

These rules summarise the official norms for formatting dissertations at the **Faculdade de Ciências e Tecnologia (FCT), Universidade Nova de Lisboa (NOVA FCT)**. The Micro- and Nanotechnology programmes are part of FCT, so theses in this area follow the general FCT regulations for master's and doctoral dissertations.

Core requirements

Required elements and structure

The dissertation must include several **mandatory elements**, in the order listed below (items in bold are compulsory). Each element should begin on an **odd-numbered (impar) page** ¹:

1. **Cover (capa) and spine (lombada)** ¹.
2. **Title page (folha de rosto)** that mirrors the cover ¹.
3. **Copyright notice page** ¹ – placed immediately after the title page.
4. **Dedication and acknowledgements** (optional) on the next odd page ¹.
5. **Two abstracts**: one in Portuguese and one in English (Abstract), each up to **300 words** and accompanied by 4–6 keywords ². Each abstract starts on a new odd page ².
6. **Indexes**: table of contents, list of figures and list of tables, in that order, starting on odd pages ³.
7. **Lists of abbreviations/symbols** as needed ⁴.
8. **Main text**, organised in chapters (e.g., introduction, materials and methods, results, discussion, conclusion) ⁵. Each chapter must begin on an odd page ⁶.
9. **Bibliography** ⁷ – formatted according to an internationally recognised style appropriate to the discipline ⁸.
10. **Annexes or appendices** (optional) ⁹ – their use should be exceptional ¹⁰.

Recommended length

- A master's dissertation should **not exceed ~30 000 words** (including the bibliography) ¹⁰.
- A doctoral dissertation should **not exceed ~60 000 words** ¹⁰.

These recommendations apply across FCT programmes, including Micro- and Nanotechnology. Very large annexes are discouraged; additional material should be included only when absolutely necessary ¹⁰.

Language

The language of the thesis is determined by the course regulations; Micro- and Nanotechnology theses may be written in **Portuguese or English** as appropriate ¹¹. Abstracts must always be provided in both languages ².

Formatting and layout

Fonts and type size

- Theses must be printed **in black** (colour is allowed only for figures/tables).
- Acceptable fonts are **Arial, Times New Roman** or similar.
- For **Arial**, use **10-point type** in the main text; for **Times New Roman**, use **11-point** ¹².
- Footnotes and captions should be **9-point or 10-point**, depending on the main font ¹³.

Paper

Use good-quality **white A4 paper (210 × 297 mm)**, approximately **80 g/m²**, with sufficient opacity to allow **double-sided printing** ¹⁴.

Margins and line spacing

- **Margins:** at least **2.5 cm** on the top, bottom and both sides of every page ¹⁵.
- **Line spacing:** the main text should be **single or 1.5 spacing**, while footnotes, figure/table captions, bibliography and acknowledgements should use **single spacing** ¹⁶.

Pagination

- All pages before the main text (abstracts, acknowledgements, indexes, etc.) must be numbered with **lowercase Roman numerals** (i, ii, iii, ...) at the bottom centre or bottom right, starting from the title page ¹⁷.
- Pages of the main text and annexes are numbered **sequentially with Arabic numerals** (1, 2, ...) starting from page 1 ¹⁸.
- The numbering continues through pages containing tables, figures and annexes ¹⁹.
- Optional chapter subtitles may appear in the header or footer ²⁰.

Cover and spine

The cover must include the following information ²¹:

- **Logos** of the University (UNL) and/or FCT ²².
- **Title** (and subtitle, if any). The title **should not normally exceed 20 words** ²³.
- **Full name of the candidate** ²⁴.
- **Type of dissertation** and degree conferred (e.g., "*Dissertação para obtenção do Grau de Mestre em Engenharia de Micro- e Nanotecnologias*") ²⁵.
- **Names of the supervisor and co-supervisors** (if any) ²⁶.
- **Composition of the examining committee**, indicating the president, examiners (arguente) and members ²⁷.
- **Month and year of submission** ²⁸.

When the spine of the bound thesis is thick enough, it should include: the **UNL and/or FCT logos**, the **title**, the **candidate's name** and the **year** ²⁹. The specific colours and design of covers and spines are defined in separate official orders ³⁰.

A separate **copyright page** must follow the title page and contain a statement granting UNL and FCT the perpetual right to archive and publish the thesis (with or without embargo) ³¹. If the dissertation includes previously published articles, the chapters reproducing those articles must include footnotes specifying the original publication and permissions ³².

Illustrative material, tables and figures

- Photographs and other images must be **high quality** ³³. Large materials (e.g., diagrams, maps) larger than A4 must be **folded** to fit within the page and should appear in sequence with the related text ³⁴.
- Every figure, table, diagram or scheme must be **numbered** and carry a **title and a descriptive caption** ³⁵. The numbering uses **two numbers separated by a dot** (e.g., 3.16): the first indicates the chapter number, and the second the sequence within that chapter ³⁶. Figures and tables are numbered in **separate sequences** ³⁷.
- **Captions** appear **above tables** and **below figures** (including charts and diagrams) ³⁸.
- Figures, tables and charts should be placed **near the relevant text** and may be printed in colour ³⁹.

Binding and submission

Binding

- **Provisional copies** (submitted with the examination request): white cardboard cover printed in black and **glue bound** ⁴⁰. The provisional cover may omit details such as jury composition and logos may be printed in black ⁴¹.
- **Final copies** (submitted after the defence): bound with a **white waterproof card cover printed in colour** and glue bound ⁴². The cover and spine of the final thesis must strictly follow the official formats ⁴².

Digital submission

Both provisional and final versions must also be delivered **in digital format (PDF)** ⁴³. The electronic medium (CD, DVD or equivalent) should be labelled with the student's name, student number, date and thesis title ⁴⁴. For the final submission, the digital medium must also include a plain-text file listing the student's full name, abstracts in Portuguese and English and the keywords in both languages ⁴⁵. According to the regulations, the student does **not** need to sign a separate copyright transfer declaration ⁴⁶.

Additional notes

- **Bibliographic style:** references must follow the citation style commonly used in the thesis's scientific field ⁸. Students should consult their supervisor for the appropriate style (e.g., IEEE, APA, Vancouver).
- **Reuse of published articles:** when chapters reproduce published articles, the thesis must indicate which chapters are subject to copyright held by the original publisher ⁴⁷. A footnote should specify the original publication and that the chapter is reproduced under permission ⁴⁸.
- **Embargo:** theses that are subject to an embargo period (e.g., due to pending publications or industrial agreements) will only be made public after the embargo expires ⁴⁹.

Summary for Micro- and Nanotechnology students

Students in the **Micro- and Nanotechnology** programmes at NOVA FCT must follow the general FCT dissertation formatting rules summarised above. The key points relevant to formatting and length are:

- Prepare a thesis structure containing cover, title page, abstracts (Portuguese & English), indexes, main chapters, bibliography and optional annexes ¹. Start each chapter on an odd-numbered page and avoid excessive appendices ¹⁰.
- Keep the **length of a master's thesis below ~30 000 words**, including bibliography ¹⁰. For a doctoral thesis, aim for less than 60 000 words.
- Use **Arial 10 pt** or **Times New Roman 11 pt** for the main text; footnotes and captions may use 9–10 pt ⁵⁰.
- Set **margins of at least 2.5 cm** and **single or 1.5 line spacing** ¹⁶. Print on good-quality **A4 paper** ¹⁴.
- Number pre-text pages with **Roman numerals** and main text pages with **Arabic numerals** ¹⁸.
- Follow the **cover design** rules: include logos, succinct title (≤ 20 words), candidate's name, degree, supervisors, jury and submission date ⁵¹. Use the official colours and designs set by FCT ³⁰.
- Provide high-quality figures and tables, numbered by chapter and sequence ⁵². Place captions above tables and below figures; keep them near the relevant text.
- Submit both **printed** and **digital** versions (PDF) as required ⁴⁴. Final copies must use the official cover format and include the copyright statement ³¹.

Adhering to these formatting requirements ensures that a Micro- and Nanotechnology thesis complies with the expectations of NOVA FCT. For any clarifications, students should consult the **Divisão Académica** or their supervisors ⁵³.