

DEPARTMENT OF

NAME OF THE DEPARTMENT



NOVA University Lisbon  
Month, year

MASTER IN MSC PROGRAM NAME

A VERY LONG AND IMPRESSIVE

THESIS TITILE WITH A FORCED LINE BREAK

SOME THOUGHTS ON THE LIFE, THE UNIVERSE,

AND EVERYTHING ELSE

JOHN VERY LONGNAME DOE

BSc in name of previous degree

DEPARTMENT OF  
NAME OF THE DEPARTMENT



DOCTORATE / MASTER IN MSC PROGRAM NAME

NOVA University Lisbon  
Month, year

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| --- | --- |
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| **Rapporteurs:** | Name of a rapporteur, Associate Professor, Another University Name of another rapporteur,  Assistant Professor, Another University |
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A VERY LONG AND IMPRESSIVE

THESIS TITLE WITH A FORCED LINE BREAK

SOME THOUGHTS ON THE LIFE, THE UNIVERSE,

AND EVERYTHING ELSE

**JOHN VERY LONGNAME DOE**

BSc in name of previous degree

**A Very Long and Impressive Thesis Title with a Forced Line Break**

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This document was created with Microsoft Word text processor and the NOVAthesis Word template [1].

# 

Dedicatory lorem ipsum.

Acknowledgments

Acknowledgments are personal text and should be a free expression of the author.

However, without any intention of conditioning the form or content of this text, I would like to add that it usually starts with academic thanks (instructors, etc.); then institutional thanks (Research Center, Department, Faculty, University, FCT / MEC scholarships, etc.) and, finally, the personal ones (friends, family, etc.).

But I insist that there are no fixed rules for this text, and it must, above all, express what the author feels.

“You cannot teach a man anything; you can only help him  
discover it in himself.” (Galileo).

Abstract

Regardless of the language in which the dissertation is written, a summary is required in the same language as the main text and another summary in another language. It is assumed that the two languages ​​in question are Portuguese and English.

The abstracts should appear first in the language of the main text and then in the other language. For example, if the dissertation is written in Portuguese the abstract in Portuguese will appear first, then the abstract in English, followed by the main text in Portuguese. If the dissertation is written in English, the abstract in English will appear first, then the abstract in Portuguese, followed by the main text in English.

In the LaTeX version, the NOVAthesis *template* will automatically order the two abstracts taking into account the language of the main text. In the Word version, the author must ensure that the order is correct.

The abstracts should not exceed one page and, in a generic way, should answer the following questions (it is essential to adapt to the usual practices of your scientific area):

1. What is the problem?

2. Why is this problem interesting/challenging?

3. What is the proposed approach/solution?

4. What results (implications/consequences) from the solution?

**Keywords**: Keyword 1, Keyword 2, Keyword 3, …

Resumo

Independentemente da língua em que está escrita a dissertação, é necessário um resumo na língua do texto principal e um resumo noutra língua. Assume-se que as duas línguas em questão serão sempre o Português e o Inglês.

Em primeiro lugar deverá aparecer o resumo na língua do texto principal e depois o resumo na outra língua. Por exemplo, se a dissertação está escrita em Português, primeiro aparecerá o resumo em Português, depois o resumo em Inglês, seguido do texto principal em Português. Se a dissertação está escrita em Inglês, primeiro aparecerá o resumo em Inglês, depois o resumo em Português, seguido do texto principal em Inglês.

Na versão LaTeX, o *template* NOVAthesis ordenará automaticamente o resumo e o *abstract* tendo em consideração a língua do texto principal. Na versão Word terá de ser o autor a assegurar-se que a ordem é a correta.

O resumo/*abstract* não deve exceder uma página e de uma forma genérica deverá responder às seguintes questões (é fundamental adaptar às práticas habituais da sua área científica):

1. Qual é o problema?
2. Porque é que é esse problema é interessante / desafiante?
3. Qual é a abordagem / solução proposta?
4. O que resulta (implicações/consequências) da solução?

**Palavas chave:** Palavra-chave 1, Palavra-chave 2, Palavra-chave 3, ….

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[Figure 1.2 — How to start a new section in an odd numbered page. 2](file:////Users/jml/LOCAL/Repos/GIT/novathesis_word/novathesis_word-FINAL-EN.dotx#_Toc67158032)

[Figure 3.1 — Looks list the April’s 25 bridge in Lisbon, but it is the Golden Gate, in S. Francisco in California, USA. 10](file:////Users/jml/LOCAL/Repos/GIT/novathesis_word/novathesis_word-FINAL-EN.dotx#_Toc67158033)

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Glossary

|  |  |
| --- | --- |
| **Computer** | A programmable usually electronic device that can store, retrieve, and process data. |
| **Cell phone** | A portable usually cordless telephone for use in a cellular system. |

.

Acronyms

|  |  |
| --- | --- |
| **IBM** | International Business Machines. |
| **NATO** | North Atlantic Treaty Organization. |

Symbols

|  |  |
| --- | --- |
| **π** | The ratio of the circumference of a circle to its diameter, having a value rounded to eight decimal places of 3.14159265 (symbol: π). |
| ***r*** | The radius of a circle. |

# Introduction

This chapter presents an introduction to the template and how it is organized. In the next chapter you can find some specific instructions. Please read the next sections carefully.

## If You Use this Template

Someone spent a few dozens of hours working on this template to make your life easier and to allow you to be more productive. Those working hours were not paid and were “stolen” from family.

If you use this template, please [go to the project web page in GitGub](https://github.com/joaomlourenco/novathesis_word) and:

1. Give the project a star (marked with a red ellipse at top-right in Figure 1.1); and
2. Graphical user interface, text, application, email

   Description automatically generatedMake a small donation (marked with a red ellipse at bottom-left in Figure 1.1).

Figure 1.1 — NOVAthesis\_word project page in GitHub.

## Important Rule for Starting a New Chapter

**Please note that the chapters must start in an odd numbered page. Thus, the previous chapter must terminate with a *New Section, Odd page*. Just in this case the style for the Chapter Heading will work. If you start a new chapter after a simple *New Chapter* break, the chapter may start in an even numbered page and the title will be glued to the top of the page (and not a few centimeters down)!**

Graphical user interface, application, Word

Description automatically generatedTo force a page change (or a blank page) in Windows you must do “CTRL + ENTER”, and in macOS you must do “CMD + ENTER”. To start a new section in an odd numbered page, select the tab *Layout*, then click the icon *Breaks* that will open a menu, where you must select *Odd page*. See Figure 1.2, which was created in macOS. Windows version of Word should be similar.

Figure 1.2 — How to start a new section in an odd numbered page.

## Context and Motivation

Many higher education courses end with the writing of a monograph/dissertation/thesis. Monographs are considerably long and complex documents, with objects of diverse nature, some are floating (e.g., figures, tables, code listings) and some others are not (e.g., formulas, equations, theorems). While writing a monograph it is also necessary to manage the organization of the document in chapters, sections, subsections, appendices, annexes. It is also necessary to manage the references in the text to capitulate them, sections, figures, tables, etc., as well as references to bibliographic entries (citations) according to the specific rules of the scientific area of ​​the monograph.

Conventional word processors, such as Microsoft Word and Open Office Writer, conveniently handle small and medium-sized documents with low complexity, but they have several difficulties with managing large and complex documents, as is common with monographs. Thus, I strongly recommended using LaTeX and the NOVAthesis template. LaTeX is a digital typography system that allows the end-user to produce professional-quality text, equivalent to what is obtained for documents edited and published by a specialized publishing company. The NOVAthesis template is a template that aims to facilitate the writing of monographs using LaTeX, handling all aspects related to the management of the document and its final presentation of high quality. By using the LaTeX NOVAthesis template, the author can concentrate solely and exclusively on the structure and scientific content of his document, leaving all the editing burden to LaTeX.

## Problems and Objectives

The LaTeX system promotes the focus is on the structure of the content of the document (instead of on its aspect/visualization) and produces as output documents with very high typographic quality (in PDF format). Still, many authors choose to use word processors, such as Microsoft Word and Open Office Writer, for writing their monographs. And these authors also need a template that facilitates the process of editing and formatting the final document.

## Approach and Contributions

This template is aimed at authors who plan to use a word processor for the editing and production of their monograph. The template presents a basis for the cover page (according to the type of document) and for the proposed structure for the first pages (frontmatter) that include a summary (s), indexes, glossaries, etc. The specific content of each monograph must be adapted to the specific context of each scientific area.

## Document Organization

In Chapter 1 we introduced an introductory text to this template for word processors. In Chapter 2 we will present some important suggestions for structuring the document and editing it in Word.

# How to Use this Word Template

In this chapter you will find some simple instructions on how to use this template. However, consider using the NOVAthesis template in LaTeX ... in the end you will have a professional quality document, equivalent to what a book publisher would produce.

## The Document Structure

A dissertation/thesis, in its final version, should contain the following elements (the elements marked with [\*] are optional):

1. Cover (simplified version)
2. Inner cover (naming the advisers and evaluation committee)
3. C*opyright* message from NOVA School of Science and Technology
4. [\*] Dedicatory
5. [\*] Acknowledgments
6. [\*] Quote
7. Abstract in the same language as the main text (e.g., in English)
8. Abstract in an alternative language (e.g., in Portuguese)
9. Table of Contents
10. List of figures (only if you have more than three)
11. List of tables (only if you have more than three)
12. [\*] Other lists (of code listings, equations, …)
13. [\*] Glossary
14. [\*] Acronyms
15. [\*] Symbols
16. The main text organized into chapters
17. Bibliography
18. [\*] Appendices
19. [\*] Annexes

## The Chapters

Each chapter begins with a sequentially numbered title. How this effect was achieved in Word is one of the possible ways, there are others. If any Word expert can do it better (for example, with the bar on the right placed by Word itself and not a vertical line as it is now), please send it to me and I will incorporate it into this Word template.

To start a new chapter, the easiest approach is to duplicate the header of a previous chapter (by copying and then pasting elsewhere) and then replace the text.

## The Types of Text

The template defines five text styles:

* + **Normal** — for the main text, using the Palatino font, with paragraph indentation and line spacing of 1.2x.
  + **Heading 1** — style for the chapter title.
  + **Heading 2** — style for the sections.
  + **Heading 3** — style for the subsections.
  + **Heading 4** — style for the sub-subsections.

## The Table of Contents and other Lists

The document will have several indexes, all of them starting on a unique page, namely:

1. **Table of contents** [required]
2. **List of Figures** [if you have more than three figures]
3. **List of Tables** [if you have more than three tables]
4. **List of Equations** [if you have more than three equations/formulas]
5. **List of Listings** (code/programs) [if you have more than three listings]
6. **Other lists** [glossary, acronyms, symbols, etc]

## References to Chapters, Sections, Figures, Tables, etc.

Whenever you refer to a numbered object present in the text, you should not insert the number as text, but insert a cross-reference using the appropriate menu. In this way, if the objects are renumbered (for example, because inserting a new figure in the middle of two existing figures), the curated references will also be updated automatically.

## The Bibliography

The bibliography appears after the main body of the text and before the Appendices and Annexes.

There are many bibliographic standards and styles. Each scientific area has its own way of presenting both citations and bibliographic references. The most common styles are the APA (American Psychological Association - author/date), now in its 7th edition, and the IEEE (Institute of Electrical and Electronics Engineers - numerical).

There is more than one way to cite/quote other authors in a text, however these can be divided in 2 big classes:

• **Indirect or conceptual citations**, in which we reproduce someone else's ideas in our own words through paraphrases;

• **Direct or formal quotations**, in which we transcribe exactly the words of an author using quotation marks.

The citation models follow 3 systems:

• **Author-date system**, in which the citation appears like this: (Santos, 2003), if there are two authors (Santos and Correia, 2003) and if there are more than 5 authors (Santos, et al., 2003), of which the best known and most used is the [APA style](https://apastyle.apa.org/);

• **Numerical system**, in which each citation is identified with a number [1] and the list of bibliographic references is compiled at the end of the work (bibliography), of which the best known and used style is the [IEEE](https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf).

There are also **mixed systems**, in which the citation/quotation in the text is numeric, but the bibliography is sorted alphabetically by the author's surname. Examples of mixed styles are: Springer Lecture notes in Computer Science (alphabetically sorted) and the Council of Science Editors, Citation-Name (numeric alphabetically sorted), amongst others.

The most used styles, in general, are APA and IEEE, FCT is no exception, however you should always define with your advisor the standard or style to use.

The Library of FCT-NOVA provides training on these subjects, as well as support in the use of bibliographic management tools such as Mendeley and Zotero.

# Let’s Create Another Chapter

## And Now some Text to Fill in the Document

Integer sapien est, lobortis ac iaculis et, blandit a quam. Nulla efficitur mauris quis ultricies scelerisque. Morbi nunc massa, tempor sit amet lacus a, dignissim ullamcorper velit. Pellentesque dictum dignissim massa, ac lacinia tortor ornare eget. Proin tincidunt tristique nunc non pharetra. Morbi imperdiet, enim in consectetur euismod, nisl nulla volutpat tellus, in faucibus dolor erat a sem. Quisque sit amet arcu nunc. Nam lacinia magna nec lorem rutrum fermentum. Quisque ante xenim, elementum ac lorem sit amet, dapibus egestas urna. Proin in dolor quis nisl pulvinar sodales sit amet eget justo. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Sed venenatis dapibus mauris, quis hendrerit tortor ultricies eu. Cras felis mauris, ultricies et vestibulum in, ultricies sit amet arcu. Donec quis ex mauris.

### Some more text in a subsection

Quisque ut mi vitae lorem interdum dictum id ut urna. Sed accumsan mi nec est dapibus laoreet. Integer est ante, hendrerit a egestas vitae, tincidunt eget leo. Phasellus velit leo, auctor et euismod a, dapibus at justo. Mauris sagittis sagittis libe-ro, eu gravida orci convallis eu. Nunc interdum diam in ex pretium, vel aliquet sapi-en ornare. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per in-ceptos himenaeos. Phasellus aliquet erat nec consectetur faucibus.

### Yet another subsection

Morbi vehicula tellus gravida placerat egestas. Etiam blandit facilisis conse-quat. In ac pretium ipsum, sit amet pretium nulla. Donec vitae ex turpis. Phasellus magna nulla, molestie eu dolor quis, eleifend tempus metus. Maecenas lacinia vesti-bulum ex eu dapibus. Pellentesque feugiat suscipit sapien sit amet congue. Sed euismod libero sed turpis interdum, eu mattis dolor porta. Cras pulvinar mauris est, non iaculis risus pretium sed.

#### One Level Deeper

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Figure 3.1 — Looks list the April’s 25 bridge in Lisbon but it is not. It is the Golden Gate, in S. Francisco in California, USA.

#### Yet another sob-subsection

Phasellus id varius nisi, quis auctor mauris. Aenean id luctus lorem, in viverra lectus. Curabitur ullamcorper consectetur neque, vitae facilisis velit vulputate sed. Maecenas tincidunt scelerisque dolor eu sodales. Nam tempor elit lorem, congue pharetra elit blandit vel. Praesent eu elementum orci, eget egestas leo. Duis ac diam lorem. Morbi vestibulum tincidunt lacus.

Praesent sit amet convallis leo. Vivamus a ultricies urna, nec dictum enim. Ae-nean egestas blandit sagittis. Fusce sed libero fringilla, cursus nisl vitae, hendrerit dolor. Sed ornare augue sit amet tortor semper consectetur. Fusce varius est vitae ali-quam bibendum. Nunc sagittis dolor vel eros dapibus, et vehicula magna maximus. Ut vitae ultrices metus. Nam pellentesque interdum gravida. Duis dui orci, consecte-tur vitae ipsum sed, tempor auctor turpis.

Quisque viverra ultricies mattis. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Fusce ut placerat ante. Pellentesque nec elementum quam. Ut gravida egestas justo vel mollis. Aenean hendrerit maximus mauris, non molestie felis porttitor vel. Maecenas vehicula lectus orci. Nam eget lec-tus at neque fermentum consectetur. Maecenas massa dui, vestibulum eu finibus ut, aliquet sed velit. Proin lacinia tincidunt ligula, non mattis justo euismod vitae.

Table 3.1 — Portuguese population by age range.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1971 | 1980 | 1990 | 2000 |
| 0–24 | 3 861 916 | 4 131 825 | 3 660 978 | 3 176 450 |
| 25–49 | 2 658 361 | 3 015 450 | 3 312 011 | 3 705 865 |
| 50–74 | 1 851 909 | 2 245 875 | 2 482 266 | 2 718 007 |
| +75 | 271 575 | 373 125 | 527 967 | 689 581 |
| Total | 8 643 756 | 9 766 275 | 9 983 218 | 10 289 898 |

Curabitur laoreet scelerisque nisl, quis elementum justo feugiat at. Aenean quis rutrum ligula. In et libero leo. Nullam nec lectus sodales, lacinia leo facilisis, tempus lacus. Duis fermentum nec est eget sodales. Mauris at arcu sit amet metus ultricies tincidunt. Morbi viverra elementum felis, aliquet egestas dolor. Morbi efficitur nulla arcu, non imperdiet urna lobortis sed. Nulla lectus lorem, euismod sit amet egestas a, posuere a est. Ut ac luctus diam.

Proin nisi orci, condimentum ut vestibulum sed, finibus at libero. Proin vehicu-la nibh nec quam sagittis, vel lobortis nisi ullamcorper. Maecenas dapibus dictum elementum. Nullam porttitor tempor libero eu dapibus. Donec non sapien et elit tin-cidunt tincidunt. Vivamus feugiat tortor ut congue placerat. Ut rutrum auctor lectus sed efficitur. Quisque in blandit sapien. Fusce dictum viverra ex, nec commodo libero porttitor a. Quisque vel turpis nec ex consectetur fringilla quis quis purus. Aenean imperdiet est risus. Vivamus erat tellus, mollis ut risus in, accumsan iaculis risus. Ut quis mauris sem. Morbi enim mauris, egestas eu mauris a, finibus vestibulum mi.

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Figure 3.2 — And another figure with a caption.

Table 3.2 — This table is identical to the previous one, but it is here so that we have not only one but rather two tables in our docuemnt. And as this caption is very long, it should be justified and not centered.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1971 | 1980 | 1990 | 2000 |
| 0–24 | 3 861 916 | 4 131 825 | 3 660 978 | 3 176 450 |
| 25–49 | 2 658 361 | 3 015 450 | 3 312 011 | 3 705 865 |
| 50–74 | 1 851 909 | 2 245 875 | 2 482 266 | 2 718 007 |
| +75 | 271 575 | 373 125 | 527 967 | 689 581 |
| Total | 8 643 756 | 9 766 275 | 9 983 218 | 10 289 898 |

Integer hendrerit ante in dui viverra, et lacinia orci consectetur. Nullam ut arcu augue. Praesent ultrices enim ac pulvinar malesuada. Donec sed magna ut sapien dictum tincidunt sit amet sit amet felis. Nulla dapibus auctor ante, sit amet tempor sapien tempor sed. Sed auctor nisl suscipit lobortis convallis. Mauris faucibus iaculis cursus. Vivamus turpis dui, tempor nec enim in, aliquet hendrerit mauris. Duis ut tempor velit.

# And Another Chapter with some More Text to Increase the Document Size

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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1. An Appendix

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