

# Rules for presenting the master's dissertation in Biochemistry for Health at the Instituto de Tecnologia Química e Biológica António Xavier

## 1. STRUCTURE OF THE DISSERTATION

The dissertation must include the following elements (elements in **bold** are mandatory):

- 1.1 **Cover.**
- 1.2 **Cover page** (like the cover).
- 1.3 **Sheet indicating copyrights.**
- 1.4 Dedication and acknowledgments (next odd-numbered page).
- 1.5 **Two abstracts**, one written in Portuguese (Resumo) and the other in English (Abstract), with a maximum of 300 words each and accompanied by 4 to 6 keywords, both starting on odd-numbered pages.
- 1.6 **Indexes.** The dissertation shall include three indexes - **subject index, figure index, table index** - in this sequence (all starting on odd-numbered pages).
- 1.7 **Lists of abbreviations, acronyms and symbols**, etc., when applicable (next odd-numbered page).
- 1.8 **Main text** composed of a set of chapters (for example: Introduction, Materials and Methods, Results, Discussion and Conclusions).
- 1.9 **Bibliography.**
- 1.10 Annex(es) and/or Appendix(es).

Each dissertation chapter must begin on an odd-numbered page. It is recommended that the length of master's dissertations does not exceed **30,000 words** or **100 pages** (including bibliography). Annexes or appendices should only be included in exceptional cases.

## 2. PRESENTATION

- 2.1 **LANGUAGE** – The dissertation must preferably be written in English.
- 2.2 **PRODUCTION AND FONT SIZE** – The text of the dissertation must be in black, and the information contained therein must be clearly legible. The font of the text must be Arial, Times New Roman or similar. The font size will be 10 with Arial font, or 11 with Times New Roman font in the main text, appendices, titles of figures and tables, etc., and 9 or 10, respectively, for footnotes and captions for figures, tables, etc.
- 2.3 **PAGE SIZE** – A4 (portrait).
- 2.4 **MARGINS AND SPACES** - The margins (top, bottom and sides) to be observed will be, on all pages, at least 2.5 cm. Line spacing of 1 or 1.5 should be used in the body of the text and 1 should be used for footnotes, captions, bibliography and acknowledgments.
- 2.5 **PAGINATION** - All pages preceding the text of the main body of the dissertation (summaries, acknowledgments, indexes, etc.) will be numbered with Roman numerals at page bottom, either centered or to the right, starting from the title page. All pages of the main text of the dissertation must be numbered in a continuous sequence in Arabic numerals starting from the number 1 at page bottom, either centered or to the right. The numbering sequence will be extended to pages with tables, figures, annexes, etc. included in the thesis (see point 6). Optionally, the subtitle of each chapter may appear in a header or footer.

### 3. COVER

The cover must comply with the following instructions (refer to the model for details):

- 3.1 Logos of NOVA and associated Organic Units in the Master's degree in Biochemistry for Health;
- 3.2 Full name of the candidate.
- 3.3 Title (and subtitle, when applicable) of the dissertation. The dissertation title should generally not exceed twenty (20) words, including possible subtitles.
- 3.4 The academic degree that the candidate intends to obtain (Dissertation to obtain the title of Master in Biochemistry for Health).
- 3.5 Identification of the candidate's supervisor and co-supervisor(s) (if applicable). In the case of dissertations carried out outside one of the Organic Units associated with the Master's in Biochemistry for Health, the *elo de ligação* must be included as an internal advisor.
- 3.6 Month and year of dissertation submission.

### 4. COVER SHEET

The cover sheet must comply with the following elements (refer to the model for details):

- 4.1 Logos of NOVA and the Organic Unit where the public dissertation defense will be held
- 4.2 Full name of the candidate
- 4.3 Title (and subtitle, when applicable) of the dissertation (cf. 3.3)
- 4.4 The academic degree that the candidate intends to obtain (Dissertation to obtain the title of Master in Biochemistry for Health)
- 4.5 Identification of the candidate's supervisor and co-supervisor(s) (if applicable). In the case of dissertations carried out outside one of the Organic Units associated with the Master's in Biochemistry for Health, the *elo de ligação* must be included as an internal advisor.
- 4.6 Composition of the candidate's jury with indication of the role played by each member (e.g., president, examiner and supervisor).
- 4.7 Location of the public dissertation defense.
- 4.8 Month and year of dissertation submission.

### 5. COPYRIGHT NOTICE

The definitive version of the dissertation must contain an indication of "copyright" in the name of the student, ITQB and NOVA, which the author grants to the Instituto de Tecnologia Química e Biológica António Xavier and Universidade NOVA de Lisboa, respecting a possible embargo period, and under applicable regulations, the right to publicize and distribute copies of the dissertation.

Therefore, a sheet with the title of the dissertation and indication of "Copyright" in the name of the student, ITQB and NOVA must be inserted after the cover page, followed by the following sentence: "The Instituto de Tecnologia Química e Biológica António Xavier and Universidade NOVA de Lisboa have the right, perpetual and without geographical limits, to archive and publish this dissertation through printed copies reproduced on paper or digitally, or by any other means known or that may be invented, and of its dissemination through scientific repositories and to allow its copying and distribution for educational or research, non-commercial purposes, as long as credit is given to the author and publisher".

According to the Course Regulations, theses subject to an embargo period will only be published when this period ends. A publication embargo period may also be requested for dissertations prepared based on articles

previously published by other publishers, whenever this is necessary to respect the copyrights of those publishers.

Dissertations that reproduce articles already published by publishers to which copyrights were transferred by the authors must clarify which chapters the "Copyright" indication applies to in the name of the author, ITQB and NOVA, as well as the indication that the remaining Chapters are reproduced "by permission of the original publishers and subject to the copying restrictions imposed by them."

For each chapter or section of the dissertation based on content reproduction of a previously published article, an indication of the chapter number and title, place of original publication, as well as the mention that the article is reproduced with the permission of the publisher must be included on this page. and subject to the copyrights imposed by the same, as well as a reference to the place where they can be consulted online.

## **6. ILLUSTRATIONS**

Any photographs included in the work must be of good quality and will be called figures.

## **7. TABLES, CHARTS AND FIGURES**

All figures, tables, diagrams and tables must be numbered and properly captioned with a title and description of their content. For numbering, two numbers separated by a period will be used (e.g.: 3.16). The first number designates the chapter to which the figure (or table, etc.) refers, and the second, the order number of the figure (or table, etc.) within the chapter. Note that the figures and tables will constitute two distinct numerical sequences. Captions must appear above tables and below figures, tables and diagrams. All tables, graphs and figures must be presented next to the main text to which they belong.

## **8. BIBLIOGRAPHY**

Bibliographic references must be presented in internationally adopted formats according to the scientific area in which the dissertation is included.

## **9. SUBMISSION OF THE DISSERTATION IN DIGITAL SUPPORT**

The provisional and definitive versions of the dissertation must be encoded in PDF format (. pdf) and sent by email to [itqb.academics@itqb.unl.pt](mailto:itqb.academics@itqb.unl.pt) indicating the name of the course (Master's in Biochemistry for Health) and the name of the student in the subject of the message, specifying in the body of the message that the dissertation is being sent provisionally (before the exams) or final (after the exams).

To upload the definitive version of the dissertation to NOVA's institutional repository, a text file containing the student's full name, summaries in Portuguese and English and the list of keywords in Portuguese and English must be included in the email, together with the definitive version of the dissertation.

## **11. ADDITIONAL CLARIFICATIONS**

For additional clarifications, please contact the Academic Services of the Instituto de Tecnologia Química e Biológica António Xavier.