

UNIVERSITY OF MILANO-BICOCCA
School of Economics and Statistics
Master's Degree Course in
STATISTICAL AND ECONOMIC SCIENCES
- Clamses



Guide to the structure of the final
paper

Supervisor: Prof. Name and Surname

Co-Supervisor: Prof. Name and Surname

Degree thesis by:
Name and Surname of the
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Academic Year 20../20..

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1 Introduction

This manual was created to assist students of the master's degree course in Statistical and Economic Sciences in the path towards their degree thesis. The document provides clear and detailed guidance on the structure of the thesis. By following these indications, students will be able to better organize their research work and successfully take the final exam.

The requirements of the degree thesis, the choice of the supervisor and the calculation of the degree mark are covered in the Teaching Regulations of the master's degree course, to which the student is referred for further details.

2 Format of the final paper

The length of the final paper can be agreed on with the supervisor. The following are the formatting specifications to follow:

Font : Times New Roman;

Font Size : main text maximum 12 pt; paragraph titles 16 pt; subtitles 14 pt; footnotes 10 pt;

Line spacing : Space between lines 1.5 to 2

Justification of the Text : The text must be justified, with the indentation of the first line of the paragraph set to 1.5 cm each time a new period is started after the period.

Margins : Top 2,5 cm; Bottom 2,5 cm; Right 2.5 - 3 cm; Left 2.5 - 3 cm

Copy of the paper : Students must print the following copies of the thesis: 1 copy for the candidate; 1 copy for the Speaker (if requested); 1 copy for the Graduation Commission (if requested).

3 The Structure of the Thesis

The thesis must be organized as follows:

- **frontispiece**: is shown on the first page of this manual.
- **Dedication/Acknowledgments**: optional, it can include a personal dedication or thanks to those who supported your study path.
- **Index**: a sort of ladder of the thesis, which lists the chapters and main sections with the corresponding page numbers.

- **Introduction:** introduces the research topic, presents the objectives, and provides an overview of the context in which the work is inserted.
- **Literature Review:** provides a critical analysis of key findings in the existing literature and identifies any gaps in the research.
- **Methodology:** describes in detail the techniques and methods used to carry out the study, so that other researchers can replicate it. It also includes information on the data used and documentation of its sources.
- **Results:** presents the results obtained from the study, often supported by graphs and tables for better understanding.
- **Discussion:** analyzes the results in relation to the set objectives, compares them with previous research, discusses the strengths of the work and how weaknesses can be improved in the future.
- **Conclusion:** briefly summarizes the results obtained, responds to the objectives of the study and highlights the main conclusions.
- **Bibliography:** lists all sources cited during the search.
- **Sitography:** (optional) lists the online sources used.
- **Attachments:** (optional) includes additional materials that support the thesis.
- **Appendices:** (optional) provides additional information that is not essential for the main body of the thesis, but which may be useful for a complete understanding of the work.

The Literature Review, Methodology, Results, Discussion, and Conclusions constitute the main body of the thesis.

4 Conduct a Bibliographic Research

For an effective bibliographic search, follow these steps:

- **Identify the area of interest:** Clearly define your research topic to establish the focus of your study.
- **Select databases or search engines:** Use resources such as WOS (Web of Science), SCOPUS, ProQuest, Google Scholar, Semantic Scholar, PsycInfo, PubMed, Eric, etc., and search using relevant keywords or author names.
- **Use advanced search tools:** Refine your search using the advanced tools offered by databases. For example, use Boolean operators (AND, OR, NOT) to combine or exclude specific search terms.

- **Limit your search:** If necessary, narrow your search to specific types of publications (e.g., academic articles, reviews, books) or specific date ranges.
- **Change your search criteria:** Adapt your search criteria based on your results to improve the relevance of your results.
- **Critically evaluate the sources:** Carefully analyze the sources you find to determine their reliability and relevance to your research topic.
- **Organize and manage resources:** Use citation management software such as Zotero or Mendeley to effectively organize and manage the resources you find during your research.

5 Citations and Bibliography

When writing a thesis, it is essential to use a consistent and uniform citation system. Here are some guidelines for citations and bibliography:

5.1 Citations in the Text

- **Direct quotes:** If an author's thoughts are particularly relevant to your topic, include the author's name and year of publication directly in the text. For example: "According to Rossi (2020)...".
- **Indirect quotes:** For less relevant quotes, you can simply put the author's name and year in parentheses. For example: (Rossi, 2020).
- **Citations with multiple authors:** If you refer to a source with two or more authors, use the first author's last name followed by "et al." and the year of publication. For example: (Rossi et al., 2020).

5.2 Bibliography

The bibliography must include all the sources cited in the text and be structured as follows:

- **Alphabetical order:** List the sources in alphabetical order based on the first author's last name.
- **Chronological order:** If you have multiple sources by the same author, list them in chronological order of publication.

Example of formatting the bibliography in alphabetical order:

- Rossi, A. (2020). *Book's title*. Publisher.
- Rossi, A., Bianchi, B., & Verdi, C. (2021). Title of the article. *Title of the Journal*, 10(2), 123-145.

- Smith, J. (2019). Title of the chapter. In E. Brown (Ed.), *Book's title* (pp. 67-89). Publisher.

Method by order of citation

Another method of citation consists of listing sources in the bibliography based on the order in which they are mentioned in the final paper. In this case:

- The sources are numbered in the order in which they appear for the first time in the text.
- The bibliography reports the sources in the corresponding numerical order.

Remember to maintain a consistent citation style throughout the essay, both for the citations in the text and for the final bibliography. Use quotes management tools, such as Zotero or Mendeley, to help you maintain the order and consistency of your sources.

6 Data used and documentation of sources

Within the methodologies, you will describe the data used in your study and provide detailed documentation of the related sources. The quality and relevance of the data are fundamental for the success of your research, so it is important that the data are carefully selected, collected and analyzed. It is important to specify the following points:

- **Origin of data:** Describe the origin of the data, specifying whether they have been collected by you, obtained from public or private databases, or provided by other institutions or researchers.
- **Data type:** Indicate whether the data are quantitative, qualitative, or mixed. Provide a description of the various types of data used (e.g., demographic, economic, environmental data).
- **Collection methods:** Explain how the data were collected. This may include surveys, interviews, observations, experiments, or the use of pre - existing data. Describe the procedures adopted to guarantee the quality and integrity of the data.
- **Cleaning and preparation of data:** Detailed data cleaning and preparation processes. This may include the management of the missing data, the removal of outliers, and the transformation of raw data into a format suitable for analysis.
- **Data quality evaluation:** Discuss any data limitations and the implications that these may have on research results. Describe how you have faced these limitations to ensure the validity and reliability of your study.

7 Equations, figures and tables

Each equation, figure, or table must be numbered in order of appearance and accompanied by an independent caption. Each element must be understood by itself, even if it is extracted from the context of the entire paper. When you refer to one of these objects in the text, use the assigned label to clearly identify it.

7.1 Equations

The equations must be numbered in order of appearance. Here is an example:

$$E = mc^2 \tag{1}$$

In the text, you can refer to equation [1](#).

7.2 Figure

The figures must be numbered in order of appearance and accompanied by a descriptive caption. Here is an example:

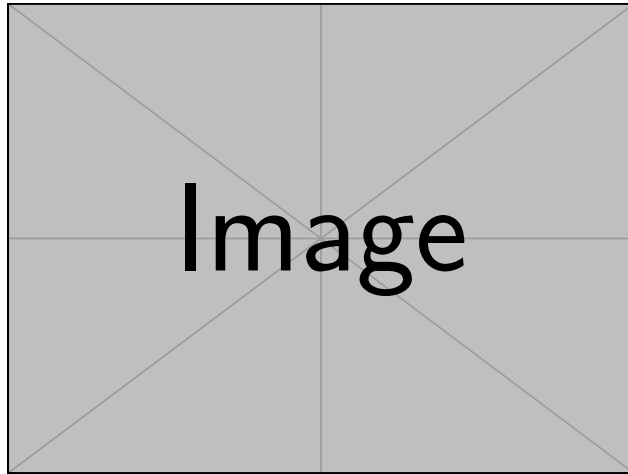


Figure 1: Example of a figure with a descriptive caption.

In the text, you can refer to the figure [1](#).

7.3 Table

The tables must be numbered in order of appearance and accompanied by an independent caption. Here is an example:

Column 1	Column 2	Column 3
Value 1	Value 2	Value 3
Value 4	Value 5	Value 6

Table 1: Example of a table with an autonomous caption.

In the text, you can refer to table [1](#).

8 Conclusion

This manual offers a detailed guide for students of the Master's degree in Statistics and Economics. From the structuring of the thesis to bibliographic research and the use of citations, each section is designed to support you in every phase of the thesis journey.

Writing a master's thesis requires in-depth knowledge of your field of study and organizational and methodological skills. It is essential to follow the guidelines with a critical and rigorous approach.

The thesis is an opportunity to dive deeper into a topic, contribute to the knowledge in your field, and demonstrate the skills you have acquired. Approach this work with passion and determination.

We wish you all a productive and rewarding thesis journey.

Good luck!

Useful sites

[Article 30: Student Regulations](#)

[Article 30: Student Regulations](#)

[DEMS](#)

[Study plan description](#)

[Graduation appeals](#)