

Towards my thesis

Hints and tips for your final proof -
Master's degree

- Choosing the topic and deciding the title
- Structure and features of a thesis

- Searching for sources
- Getting the documents you have identified
- What is plagiarism and how to avoid it
- Citing works correctly and creating references

IMPORTANT WARNING

- Everything suggested in this talk **HAS TO BE** confronted with your thesis supervisor's opinion
- We can offer advice, but the guidelines for your thesis can **ONLY** be defined by your supervisor

- Students have to give proof of their abilities in synthesizing, reworking and presenting a topic
- Text has to be laid down according to scientific standards

- **Work is usually kicked off by a hypothesis** (e.g., accidents are more frequent on dark roads than on well-lighted roads)
- **Existing literature can be used to give account of the topic in as much detail as possible**
- **Empirical experiments can also be performed** (e.g., by lighting up roads)
- **Different viewpoints are synthesized** (or experiments are verified) **to assess how reasonably the initial hypothesis can be supported**

You shall read a great amount of bibliography to write your thesis

All that reading should be aimed at building up a **consistent** and **well-structured** reasoning

It has to be:

- consequential: from general to specific
- free from overlappings, logical gaps, repetitions and inconsistencies

WHAT A MASTER'S PROGRAMME THESIS IS NOT

- It can not be a «cut & paste» stuff, collected untidily from books, journal articles, other reports and theses, or from documents found on the web

THESIS ROADMAP

- Choosing the topic and defining the research question
- Feasibility analysis: bibliographic research, context definition and data collection
- Setting up your research plan
- Data analysis: results interpretation
- Writing

CHOOSING THE TOPIC AND DECIDING THE TITLE

Obviously to be done in collaboration with your supervisor

The topic of your final proof has to be identified **within the subjects you have taken classes about** in your degree course

CHOOSING THE TOPIC AND DECIDING THE TITLE

- In choosing the topic you have to take account of:
 - YOUR interest towards the issue;
 - how relevant the issue is;
 - research feasibility;
 - actual time availability;
 - your post-degree plans and perspectives;
 - how useful your work on the issue may result when searching for employment.

CHOOSING THE TOPIC AND DECIDING THE TITLE

The topic of a thesis has to be precise,
circumscribed and contextualized

DON'T WAIT TOO LONG!

- If you have planned extensive and detailed work, you'll have to start well in advance
- If the professor you'd like to be your supervisor is very busy, you'll have to start well in advance

STRUCTURE OF A THESIS

- Title page
- Table of contents
- Introduction
- Chapter 1
- Chapter N
- Conclusion
- Appendices (to be named with letters rather than numbers if more than one)
- References

TABLE OF CONTENTS

- The Table of contents has to be arranged with your supervisor, after the topic of the thesis has been carefully examined and contextualized

- A well-structured Table of contents can:
 - help you consider the topic rationally and select the ideas to focus on;
 - allow your supervisor to understand how you intend to develop your argument, thus enabling him/her to give you precise directions

- A concise presentation of:
 - the topic of the thesis
 - the research question to be dealt with
 - the way the topic will be approached
 - how the argument is structured in chapters
- The results of the research need not be disclosed; they can nevertheless be mentioned briefly

- The starting ground for the research is described, with a review of the existing literature on the topic
- The specific object of the thesis is outlined, along with the research hypotheses that will be formulated

- The field of analysis is narrowed down thanks to its rigorous description
- Data, sources and methods employed are presented, especially if the research has an empirical character

Results are:

- described (in relevance order);
- interpreted;
- compared to what is reported by the existing literature;
- compared with the initial research hypotheses, detailing whether they have been confirmed or not

- The work is summarized, with a synthesis of its main results
- The original aspects of the research are highlighted, as well as the advancements achieved in scientific knowledge on the topic
- Hints for further research are provided

FOREWARNING

The following general directions refer to customary habits, not to mandatory rules

Therefore such aspects have to be arranged with your supervisor

- The paper should be composed of 50/70 pages
- Each chapter should be about 15/20 pages long, except for Introduction and Conclusion (5 pages max)
- Chapters will be numbered

- Each chapter can be divided into two or more paragraphs
- Even further division into two or more subparagraphs is possible; it is however better to avoid overuse

- Margins of 2,5 - 3 cm should be left on all four sides of each page
- *Times New Roman* and *Arial* are the standard fonts most commonly employed
- Suggested font size: 12
- Spacing: 1 - 1,5
- Pages will be numbered

Use Word default
styles

- **Figures and tables**

- will be numbered (e.g., 2.4);
- need brief explanatory captions;
- have to be cited in the text.

It is also necessary to indicate the source of each of them

- **Acronyms** will be spelled out in full at their first occurrence

The paper's text should be written in a clear, precise and analytical style, avoiding features of colloquial, informal and narrative language.

Comunicazione e media

LA STATALE news

La Statale News

Il magazine di Ateneo con le novità su didattica, innovazione, ricerca, le news dai dipartimenti e gli eventi di maggior rilievo in Statale.

[Visita la StataleNews](#)

PORTALE VIDEO

Portale Video

Il Portale dedicato alla produzione audiovisiva dell'Università degli Studi di Milano: documentari didattici, divulgativi e di ricerca, registrazioni di convegni, eventi, cerimonie e molto altro ancora.

[Visita il Portale Video](#)



Social media

Segui l'Università Statale di Milano su:

- ✓ Facebook
- ✓ Twitter
- ✓ Youtube



Press room

Leggi i comunicati stampa dell'Università Statale o accedi alla rassegna stampa con le credenziali di Ateneo.



LA STATALEimmagini archivio fotografico

Archivio fotografico

Una selezione di immagini di qualità che ritraggono persone, attività e spazi dell'Università Statale di Milano.



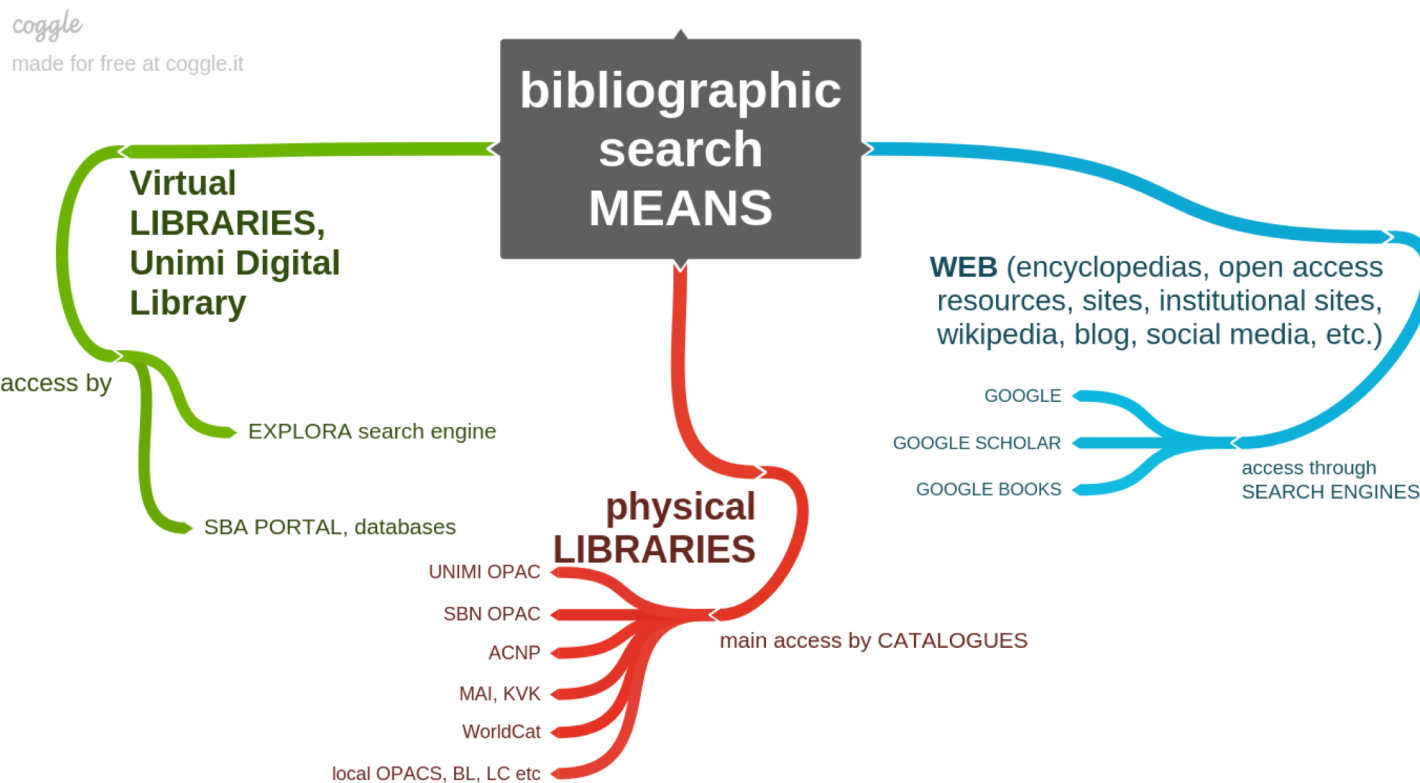
UNIVERSITÀ DEGLI STUDI DI MILANO

Identità visiva di Ateneo

Dal corretto uso del marchio e dei colori istituzionali, agli esempi di applicazione del sistema coordinato che garantisce la riconoscibilità di tutte strutture dell'Ateneo.

- Poor acquaintance with the scientific literature concerned
- Omitting to cite sources
- Collecting data superficially and archiving it in a disorderly way
- Contriving explanations not supported by science

- Before writing a thesis it is necessary to gather documents related to its topic (**bibliographic research**)
- **Bibliographic research** is an activity that allows you to find out and access documents
- A document does not only consist of its textual content, but also of its **paratext** (i.e., accessorial information provided by foreword, footnotes, illustrations etc)
- The paratext helps you evaluate the document as well as retrieve others

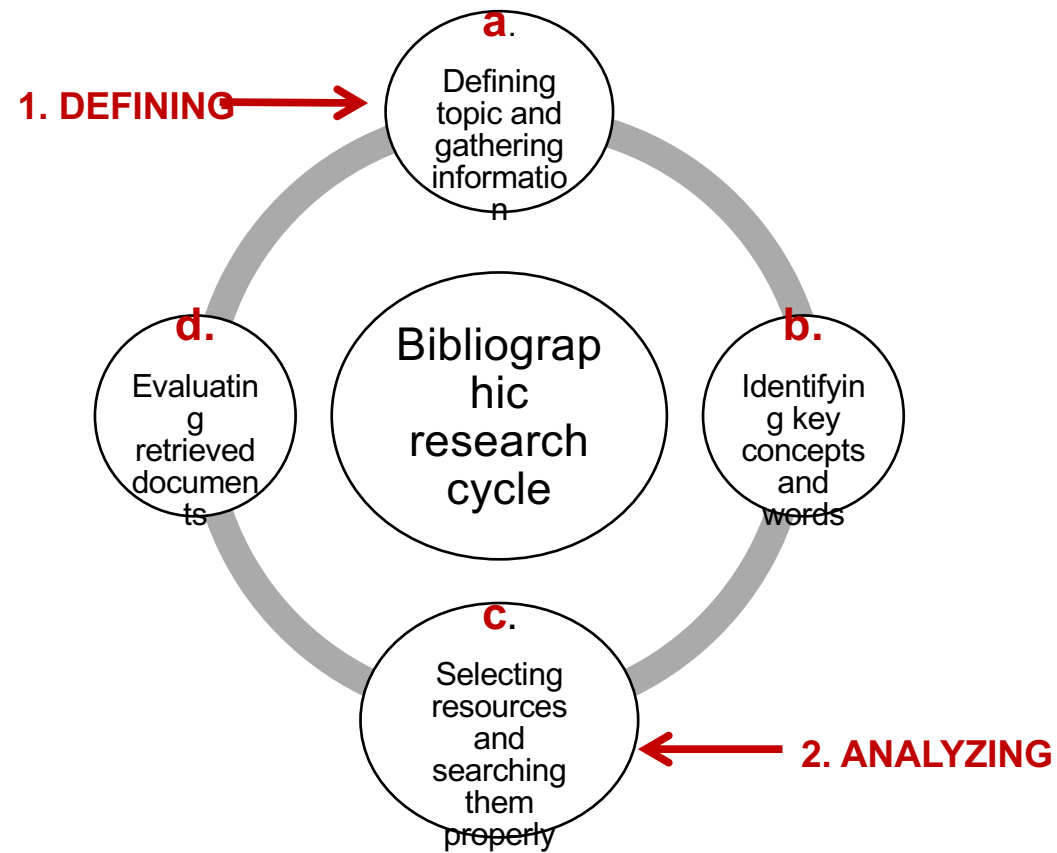


WHERE CAN I FIND DOCUMENTS?

- In physical libraries that keep books and journals: access using catalogues (es. [Opac Unimi](#))
- In virtual libraries: access by [Unimi Digital Library](#), or by Unimi search engine [Explora](#)
- On the web (sites, online encyclopedias, collaborative web – wiki, blog, social media ...); you can access such resources using generic search engines, like [Google](#), or more specific and reliable ones, like [Google scholar](#) or [Google books](#)

N.B.: Every retrieved document has to be endowed with a **PARATEXT**, so that it can be evaluated and cited in your thesis

BIBLIOGRAPHIC RESEARCH CYCLE



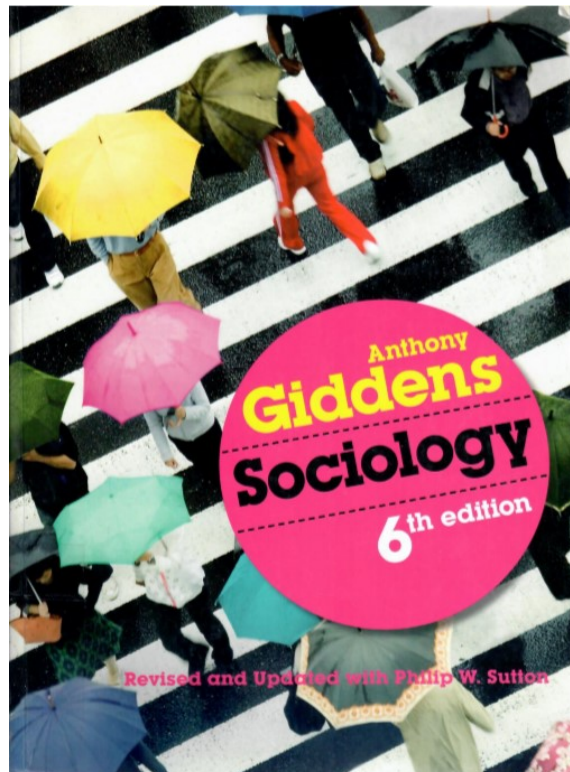
RESEARCH IS A CIRCULAR PROCESS

- It is not strictly necessary to follow the described research process; on the other hand, it can optimise the results of your work, allowing you to save time and efforts
- The process develops through two main steps:
 - 1. Defining the topic:** gathering information / identifying key concepts and words
 - 2. Analyzing:** selecting resources / evaluating retrieved documents

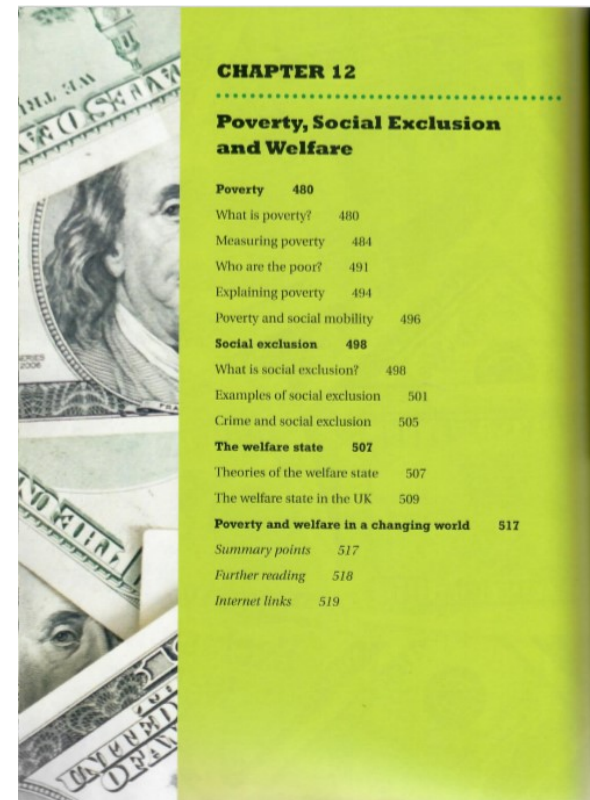
Let's do a practical example together:

«Fighting poverty: Europe in the 21th century»

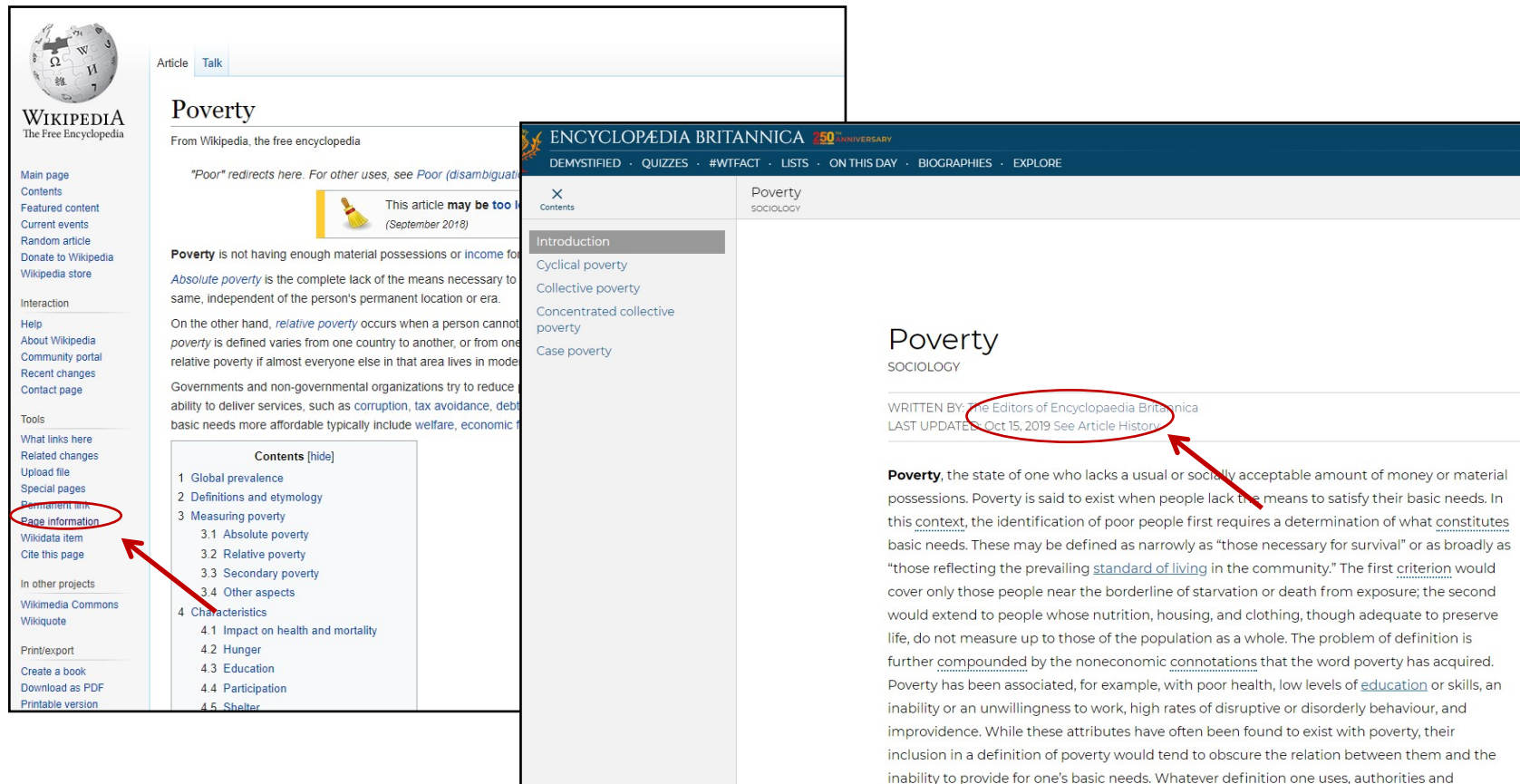
- **DEFINE** your topic with the help of general works
 - Encyclopaedias (printed and online)
 - Handbooks
 - Atlases



Anthony
Giddens



CHAPTER 12	
Poverty, Social Exclusion and Welfare	
Poverty	480
What is poverty?	480
Measuring poverty	484
Who are the poor?	491
Explaining poverty	494
Poverty and social mobility	496
Social exclusion	498
What is social exclusion?	498
Examples of social exclusion	501
Crime and social exclusion	505
The welfare state	507
Theories of the welfare state	507
The welfare state in the UK	509
Poverty and welfare in a changing world	517
Summary points	517
Further reading	518
Internet links	519



The image shows two overlapping web pages. The background page is the Wikipedia article for 'Poverty'. The foreground page is the Encyclopædia Britannica article for 'Poverty'.

Wikipedia Page:

- Header: WIKIPEDIA The Free Encyclopedia
- Article title: Poverty
- Text: "Poverty" redirects here. For other uses, see *Poor* (disambiguation).
- Text: **Poverty** is not having enough material possessions or income for a certain standard of living. *Absolute poverty* is the complete lack of the means necessary to meet basic needs, independent of the person's permanent location or era. On the other hand, *relative poverty* occurs when a person cannot afford the necessities of life relative to the standards in a given society. *Relative poverty* is defined varies from one country to another, or from one era to another, or from one relative poverty if almost everyone else in that area lives in moderate poverty. Governments and non-governmental organizations try to reduce poverty. Ability to deliver services, such as corruption, tax avoidance, debt forgiveness, and social safety nets. Basic needs more affordable typically include welfare, economic growth, and social justice.
- Contents [hide]:
 - 1 Global prevalence
 - 2 Definitions and etymology
 - 3 Measuring poverty
 - 3.1 Absolute poverty
 - 3.2 Relative poverty
 - 3.3 Secondary poverty
 - 3.4 Other aspects
 - 4 Characteristics
 - 4.1 Impact on health and mortality
 - 4.2 Hunger
 - 4.3 Education
 - 4.4 Participation
 - 4.5 Shelter

Encyclopædia Britannica Page:

- Header: ENCYCLOPÆDIA BRITANNICA 250th ANNIVERSARY
- Navigation: DEMYSTIFIED · QUIZZES · #WTFACT · LISTS · ON THIS DAY · BIOGRAPHIES · EXPLORE
- Article title: Poverty (SOCIOLOGY)
- Text: WRITTEN BY: The Editors of Encyclopædia Britannica
LAST UPDATED: Oct 15, 2019 See Article History
- Text: **Poverty**, the state of one who lacks a usual or socially acceptable amount of money or material possessions. Poverty is said to exist when people lack the means to satisfy their basic needs. In this context, the identification of poor people first requires a determination of what constitutes basic needs. These may be defined as narrowly as "those necessary for survival" or as broadly as "those reflecting the prevailing standard of living in the community." The first criterion would cover only those people near the borderline of starvation or death from exposure; the second would extend to people whose nutrition, housing, and clothing, though adequate to preserve life, do not measure up to those of the population as a whole. The problem of definition is further compounded by the noneconomic connotations that the word poverty has acquired. Poverty has been associated, for example, with poor health, low levels of education or skills, an inability or an unwillingness to work, high rates of disruptive or disorderly behaviour, and improvidence. While these attributes have often been found to exist with poverty, their inclusion in a definition of poverty would tend to obscure the relation between them and the inability to provide for one's basic needs. Whatever definition one uses, authorities and

Red arrows point from the 'Page information' link in the Wikipedia sidebar to the 'Page information' link in the Britannica page, and from a horizontal line below the Wikipedia page to the Britannica page.

From general works you can pull out key concepts and words, that will be useful to:

- analyze the topic
- retrieve further documents searching specific resources, in Unimi Digital library and/or on the web

Key concepts

Where: Europe

When: 21th century

Language: English

Keywords

Words/names/name variants:

Europe

2020 strategy,

poverty, welfare state



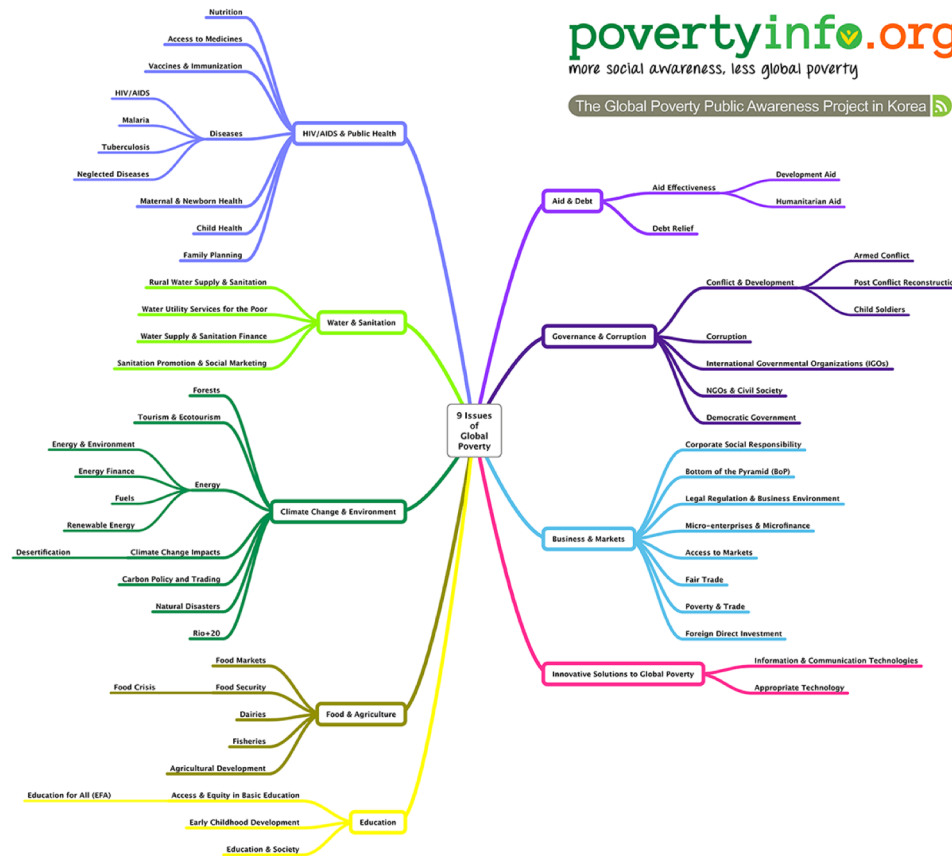
Maps

Synonyms: anti-
poverty policy, fighting poverty, reducing
poverty ...

Translations: English,

French...

MIND MAPS



ANALYZE AND RETRIEVE

- It is now necessary to **analyze** the topic, for which you have to **retrieve** documents
- In order to identify relevant documents, it's important to employ different tools :
 - *library catalogues,*
 - *databases,*
 - *search engines, etc.*

- What do they contain: library or library system holdings
- What's their purpose:
 - Pinpoint a book whose bibliographic details you know
- Main catalogues: Unimi Opac, ACNP, SBN, MAI, KVK
- Where can you find them: free online or by [SBA portal](#)

Bibliography

Beckert, Jens; Zafirovski, Milan (2006): International encyclopedia of economic sociology. London, New York: Routledge.

Brady, David (2003): Rethinking the Sociological Measurement of Poverty. In: *Social Forces* n. 3, 81, pp. 715–751. Disponibile online in <http://www.jstor.org/stable/3598174>.

Lepianka, Dorota; Gelissen, John; van Oorschot, Wim (2010): Popular Explanations of Poverty in Europe: Effects of Contextual and Individual Characteristics across 28 European Countries. In: *Acta Sociologica* n. 1, 53, pp. 53–72. Disponibile online in <http://www.jstor.org/stable/20743762>.

Lines, Thomas (2008): *Making poverty. A history*. London, New York: Zed Books.

Be careful!

In catalogues you will find data concerning «container» publications (journal, books), and not data regarding specific documents (articles, essays, chapters)!

WHAT IF YOU CAN'T FIND THE BOOK IN THE UNIVERSITY CATALOGUE?

Ask your library to get it elsewhere:

<http://www.sba.unimi.it/Biblioteche/scpol/1869.html>

<http://www.sba.unimi.it/en/libraries/scpol/14574.html>

All Unimi Libraries offer Interlibrary Loan and Document
Delivery Services

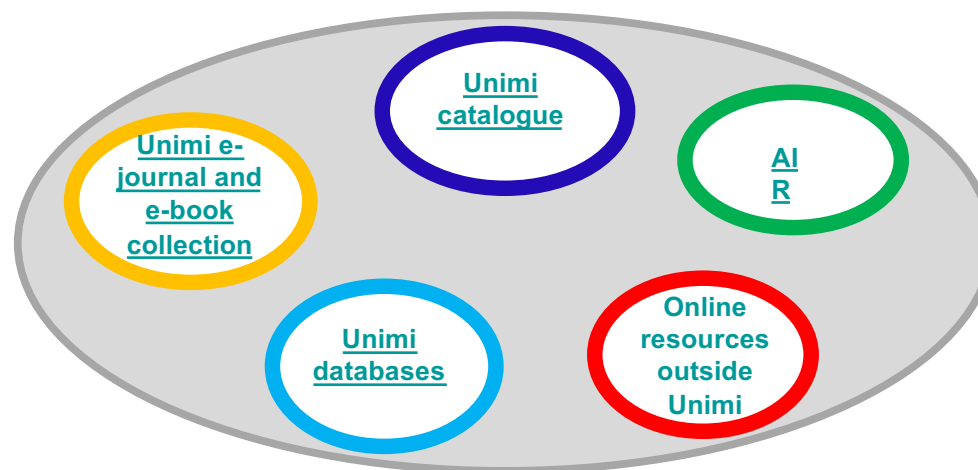
Initial search:



<http://www.sba.unimi.it/en/digital-library/46.html>

Our University's search engine for
digital and printed resources search

It searches at
the same time:



- Let's search an article starting from the title:
 - Brady, David (2003): Rethinking the Sociological Measurement of Poverty. In: *Social Forces* n. 3, 81, pp. 715–751. Available online on <http://www.jstor.org/stable/3598174>.
- «fighting poverty» + full text

In order to make proper use of the various research tools, you have to adopt suitable **research strategies**

- Wildcard character: asterisk (*)
- «» = exact phrase
- **Boolean operators** AND-OR-NOT (capital letters)

- It is a portal that allows you to access:
 - databases, e-journals and e-books purchased by Unimi;
 - selected free resources (catalogues, institutional websites, encyclopaedias etc)
- It can be accessed through the [SBA portal](#), even from outside the University (**off campus** access)

A database is an electronic archive containing information that has been structured so as to be retrieved with a query software.

Databases can be bibliographic, full-text, or both.

Databases are generally used for advanced research or research by subject.

Research by subject: when?

- When you don't know what has been published about your topic
- When you need to update or increase your bibliography



sistema
bibliotecario
di ateneo

BLOOMBERG DATABASE



UNIVERSITÀ
DEGLI STUDI
DI MILANO

An important resource concerning the disciplinary area of Economics (DEMM) is represented by **Bloomberg database**, that cannot nevertheless be accessed through the customary channels of Digital Library.

In fact it can only be consulted locally on a **workstation in the Info Lab on the 3° floor of the Department**

The web is very rich of potentially useful information, apart from expanding your research beyond the academic field,
but
accurate analysis is needed, and sources have to be carefully evaluated.

Search engine: Google



Websites

The websites you find have to be **carefully analyzed** before they can be considered reliable.

URL (website address)

Verify server, domain (.edu, .net, .gov, .org, .com), and path (for example, a tilde ~ indicates a personal webpage)

Author

Authors must be **recognizable** (About us, Information, Contact). Check if the author is an **expert in the field**

Date

Publication date, last update, contained documents' date



Content

Verify that the information provided is **complete, accurate and suitable** for your needs. Compare it with other sources to ascertain its **reliability**. Be careful with commercial sites.

Formal aspects

Check spelling and grammar. In case you are dealing with a scientific work, verify that **sources** are cited, and that **data and methods employed are indicated**.

SPECIFIC SEARCH ENGINES



- **Google scholar**
- **Google books**

CATALOGUES
(OPACs):

[UNIMI](#)
[SBN](#)

[UNIMI DIGITAL](#)
[LIBRARY:](#)

Databases
E-journals
Encyclopaedias
Search engine:
Explora

WEB:

Search engines:
[google](#)
[google scholar](#)
[google books](#)
Institutional
websites
Websites in
general

Link:

<http://www.sba.unimi.it/Strumenti/10546.html>

- What you can / cannot do
- Why and how to cite properly
- How to create a bibliography

WHY IS CITING NECESSARY?

Citing is necessary to:

- make your work
 - verifiable, by providing the means to identify accurately the sources employed;
 - reproducible;
 - unforgeable;
- avoid passing off others' work as your own;
- allow readers to delve into the topic

WHY IS CITING NECESSARY?

- It is always necessary to identify the original source when you are using other people's ideas or works.
- Any document, page, text, sound, image, table or video, available on the Internet (free of charge or for fee) is the intellectual and artistic property of others who have thought, created and published it on the Web.

WHAT IS MEANT BY «REFERENCE» OR «CITATION»?

- Both terms indicate a codified way of describing the sources used in your work (for example: books, articles, essays within books)
- References (or «citations») present a series of elements in an established order, employing conventional punctuation systems that vary according to different citation styles.
 - For example: a basic citation of a book includes its author(s), title, information about its publication (place, publisher, year).
- Once a definite citation style has been chosen, it has to be applied to the whole document (from footnotes to final bibliography).

Quotation can be **direct, indirect or secondary**

In all cases it is necessary to cite the source. All the sources used have to be included in the final bibliography.

It is a report of the exact words used by an author, placed between quotation marks in the text:

According to Locke, «the end of law is not to abolish or restrain, but to preserve and enlarge freedom»

(J. Locke, *Second Treatise of Civil Government*, edited by A. Bailey, Broadview Press 2015, p. 57)

It's a paraphrase of someone else's words,
without using quotation marks.

According to Beccaria, capital punishment is unjust because it is based on the strength of the State and not on the law, useless and unnecessary.

(C. Beccaria, *On crimes and Punishments*, 1764, c. XXVII)



It occurs when you are referring to a book or article cited in another book (secondary source):

...I follow Fredric Jameson's usage of postmodernism as «a periodizing concept whose function is to correlate the emergence of new formal features in culture with the emergence of a new type of social life and a new economic order» (Manovich 2002, p. 131).

In the final bibliography, **only** the secondary source (the one you have actually read) is to be cited:

L. Manovich (2002), *The language of new media*, Cambridge, MIT press, 2001

Examples of quotations

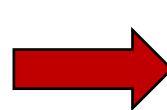
Direct quotation



Indirect quotations



Footnotes



Although Coates concludes that splitting the CEO and Chairman positions by legislation “may well be a good idea for larger companies,” he further concludes that mandating such a split “is not clearly a good idea for all public companies.”⁸⁵

Proponents of a mandatory non-executive Chairman of the Board have overstated the benefits of splitting the positions, while understating or even ignoring the costs of doing so. Michael Jensen identified the potential benefits in his 1993 Presidential Address to the American Finance Association, arguing that: “The function of the chairman is to run the board meetings and oversee the process of hiring, firing, evaluation, and compensating the CEO. . . . Therefore, for the board to be effective, it is important to separate the CEO and Chairman positions.”⁸⁶ In fact, however, overseeing the “hiring, firing, evaluation, and compensating the CEO,” is the job of the board of directors as a whole, not just the Chairman of the Board.

To be sure, in many corporations, the Chairman of the Board is given unique powers to call special meetings, set the board agenda, and the like.⁸⁷ In such companies, a dual CEO-Chairman does wield powers that may impede board oversight of his or her performance. Yet, in such companies, the problem is not that one person holds both posts; the problem is that the independent

83. James A. Brickley et al., Corporate Leadership Structure: On the Separation of the Positions of CEO and Chairman of the Board, Simon School of Business Working Paper FR 95-02 (Aug. 29, 2000), <http://ssrn.com/abstract=6124>.

84. John Coates, Protecting Shareholders and Enhancing Public Confidence through Corporate Governance (July 30, 2009), <http://blogs.law.harvard.edu/corpgov/2009/07/30/protecting-shareholders-and-enhancing-public-confidence-through-corporate-governance/>.

85. Id.

86. Michael C. Jensen, Presidential Address: The Modern Industrial Revolution, Exit and the Failure of Internal Control Systems, 48 J. of Fin. 831, 866 (1993).

87. James Verdonik and Kirby Happer, Role of the Chairman of the Board 2 (explaining that “one of the duties of the Chairman is to call meetings of the Board of Directors and the shareholders. . . . Chairmen often set the agenda for Board meetings”), <http://www.directorsforum.com/role-of-the-chairman-verdonik-happer.pdf>.

At the end of the thesis it is necessary to insert a **Bibliography**.

- It's a list of references describing all the works you have made use of. The works cited in the footnotes have to be included, too.
- A bibliography has to make the reader aware of the works you have consulted and the literature on the topic in general.
- It is usually in alphabetical order (according to the last name of the author).
- Remember! Write down the references of every source at the time when you are consulting them (as regards books, always consider the title page, not the cover!).

From: M. C. Paganoni, *City branding and new media*, Basingstoke, Palgrave Macmillan, 2015.

ESSAY IN A
COLLECTIVE
WORK



Boiano, S., Bowen, J. and Gaia, G. (2012) 'Usability, Design and Content Issues of Mobile Apps for Cultural Heritage Promotion: The Malta Culture Guide Experience', in S. Dunn, J. Bowen and K. Ng (eds) *EVA London 2012 Conference Proceedings, Electronic Workshops in Computing (eWiC)* (London: British Computer Society), 66–73.

Bristol City Council (2012) *Black History Month 2012 Events Programme*, <http://www.bristol.gov.uk>.

Brooks, P. and Taylor, G. (2011) 'Urban Digitalism: Place as Defined by Digital Social Network Interactions', Working Paper for 'Beyond the Elements of Urbanism: Poland', 1–15, <http://www.academia.edu>.

Brown, N. (2005) 'Reconnecting Regimes of Truth and Hope', *Configurations*, 13, 331–355.

Burd, G. (2008) 'The Mediated Metropolis as Medium and Message', *The International Communication Gazette*, 70, 3–4, 209–222.

Bureau International des Expositions (2008) '144th Session of the BIE General Assembly: Progress Report on the Milano 2015 Exhibition', 2 December, <http://www.bie-paris.org>.

Cairncross, F. (1997) *The Death of Distance: How the Communications Revolution Will Change Our Lives* (Cambridge, MA: Harvard Business School Press).

JOURNAL
ARTICLE



VOLUME



MLA (MODERN LANGUAGE ASSOCIATION) STYLE

Peter Hutchinson. "Kafka's Private Alphabet." *The Modern Language Review*, vol. 106, no. 3, 2011, pp. 797–813. *JSTOR*, JSTOR, www.jstor.org/stable/10.5699/modelangrevi.106.3.0797.

APA (AMERICAN PSYCHOLOGICAL ASSOCIATION) STYLE

Peter Hutchinson. (2011). Kafka's Private Alphabet. *The Modern Language Review*, 106(3), 797-813. doi:10.5699/modelangrevi.106.3.0797

CHICAGO STYLE :

Peter Hutchinson. "Kafka's Private Alphabet." *The Modern Language Review* 106, no. 3 (2011): 797-813. doi:10.5699/modelangrevi.106.3.0797.

REMEMBER

- Insert in your final bibliography only what you have really used.
- Avoid an excess of secondary citations.
- Ask your supervisor about the citation style to use.



sistema
bibliotecario
di ateneo



UNIVERSITÀ
DEGLI STUDI
DI MILANO

EXERCISES

Are these bibliographical references correct?



Corporate governance and finance law.
(Palgrave MacMillan, 2013).

P. A. Gourevitch and J. Shinn, *Political
power and corporate control.*

S.M. Bainbridge, *Corporate governance
after the financial crisis*, Oxford.

PLAGIARISM

- Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own (deliberately or not)
- It is the violation of another person's intellectual property rights, which is also ethically wrong
- Besides, it is a serious infringement of Unimi Code of ethics, for which disciplinary sanctions can be imposed

Examples of plagiarism are:

- copying and pasting from other people's work
- translating or paraphrasing a text
- writing about an existing theory

without citing the source

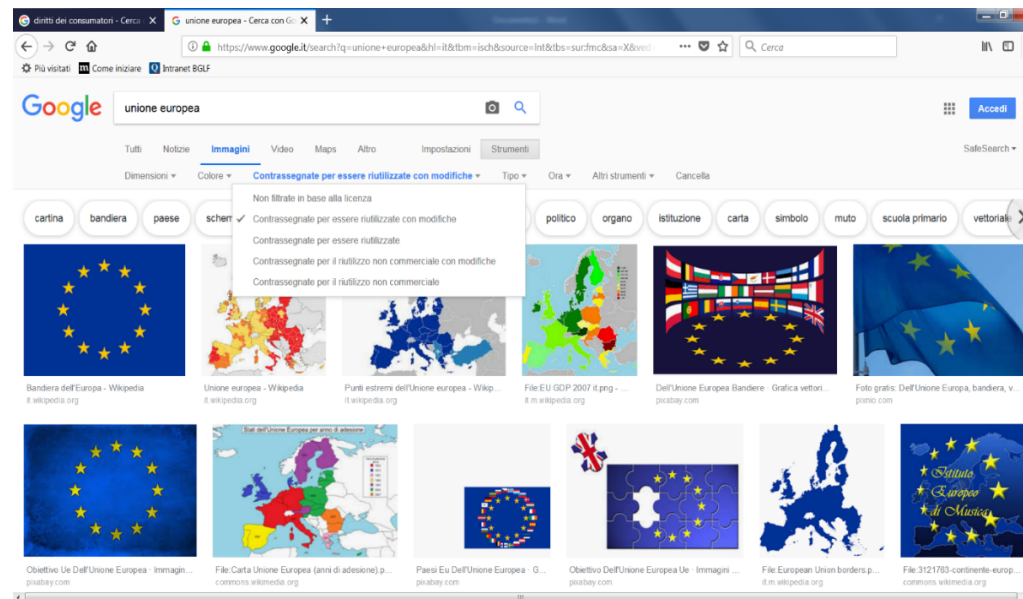
- **L. 22-4-1941 n. 633**
Protection of copyright and other rights related to its exercise,
with successive amendments. Below only the most recent:
 - **D.Lgs. 15-3-2017 n. 35**
Implementation of EU Directive 2014/26 on collective management of copyright and related rights, and on the bestowing of multi-territory licenses for rights concerning musical works and their online exploitation in the home market
 - **D.L. 16 October 2017, n. 148 (art. 19)**, as modified by **L. 4 dicembre 2017, n. 172**
- In the Italian Civil Code, copyright is covered by articles 2575 to 2583

Let's find an image in Google images

<http://images.google.it/>

- It is possible to find many useful images on the web. Under any image we can however read that it may be subject to copyright
- Most images you find in Google are covered by copyright

To use copyright-free images in Google:
Google images > Tools > Usage rights > Labeled for reuse with
modifications



Creative Commons (CC) licenses are public copyright licenses that enable the free distribution of an otherwise copyrighted work.

They give precise indications about the possibility to reproduce, distribute and edit works.

<https://search.creativecommons.org/>

Notice the difference between Copyright © (all rights reserved; images in books are covered by copyright until 20 years since their publication) and public domain.

GENERAL INFORMATION

For information about:

- thesis discussion date;
- online graduation application deadline;
- graduation application submission and documents to be attached;
- time-limit to pass exams;
- overall instructions,

visit the Students' secretarial office webpage:

<http://www.unimi.it/studenti/immconcl/laurearsi/1141.htm>

- Eco, Umberto, *Come si fa una tesi di laurea: le materie umanistiche*, Milano, Bompiani, 2012
- Lesina, Roberto, *Il nuovo manuale di stile: guida alla redazione di documenti, relazioni, articoli, manuali, tesi di laurea*, Bologna, Zanichelli, 2009
- Revelli, Carlo, *Citazione bibliografica*, Roma, Associazione italiana biblioteche, 2010
- Dell'Orso, Francesco, [Citazioni bibliografiche: secondo il Chicago Manual of Style](#) (e con appunti da *Come si fa una tesi di laurea* di Umberto Eco)
- Gnoli, Claudio, [Le citazioni bibliografiche: una guida introduttiva per interpretare e redigere correttamente le citazioni delle fonti bibliografiche](#)
- The University of Chicago, [Chicago-Style Citation Quick Guide](#) (in inglese)
- Gualdo, Riccardo, Raffaelli, Lucia, Telve, Stefano, *Scrivere all'università. Pianificare e realizzare testi efficaci*, Roma, Carocci editore, 2014
- Gambirasio, Angela, *Tesi di laurea: dal foglio bianco alla discussione*; slide presentate al Verso la tesi per magistrali (25 ottobre 2107)
- Pozzi, Sonia, *Incontri preparazione elaborato finale – Corso di Laurea GLO* (settembre 2017)
- Venuda, Fabio, *La citazione bibliografica nei percorsi di ricerca: dalla galassia Gutenberg alla rivoluzione digitale*, Milano, Unicopli, 2012

You can find them at

<http://www.sba.unimi.it/aree-protette/12929.html>

SATISFACTION SURVEY

Tratto da
[http://www.leconciierge
marketing.com/tag/grill
e-devaluation/](http://www.leconciierge
marketing.com/tag/grill
e-devaluation/)



**Thank you for
your attention!**



corsibd@unimi.it