Summary Table	Master's thesis and Doctoral thesis writing
	RULES OF PRESENTATION

WRITING TEMPLATES	Step	Instructions	Choose your template
	Things to know before you start writing your Master's thesis or Doctoral thesis	FESP has a series of writing templates available incorporating the presentation rules you have to follow when writing your Master's thesis or Doctoral thesis. Choose the template best suited to your situation and the type of Master's thesis or Doctoral thesis you will be writing. **Tip**: Start using the template as soon as you start writing.	Available on the FESP website under writing templates.

FONTS	Step	Instructions
	Things to know before you start writing your Master's thesis or Doctoral thesis	FESP accepts the following fonts: • **Microsoft Word, OpenOffice and LibreOffice** Arial, Arial Narrow, Arial Unicode MS, Bookman Old Style, Garamond (Microsoft Word only), Times New Roman, Verdana. • **LaTeX** Computer Modern, Latin Modern, CM-Super, PostScript fonts: Helvetica, Times. and Palatino (available in the PSNFSS package) **Important**: Notify FESP if you need to use another font.
		The following font sizes are accepted: •Regular text: 10 to 12 points •Footnotes: minimum 8 points

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PAGE SIZE, MARGINS, LINE SPACING AND PAGINATION	Instructions
	Authorized page sizes: • North American letter • International A4 is only accepted in the case of a thesis cotutelle program
	Margins • Justified text • Top and bottom: 25 mm • Left and right: 30 mm
	Line spacing • Body text: 1.5 • Between paragraphs: double spacing • Table of contents: 1.0 • List of figures: 1.0 • List of illustrations: 1.0 • List of tables: 1.0 • Chapter summaries: 1.0 • Enumerations: 1.0 • Footnotes: 1.0 • Bibliography or list of works cited: 1.0 • Appendices: 1.0 • Index 1.0
	Pagination • Place the page number at the bottom center, 10 mm from the bottom edge of the page. • All pages must be included in the page count and paginated in the designated format.

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General instructions	• Present the sections of the Master's thesis or Doctoral thesis in the order shown below. • Follow the instructions for each section. • Begin each section of the Master's thesis or Doctoral thesis on a new page • Avoid inserting blank pages between sections, in order to facilitate on-screen reading.	

Order of the sections of the Master'sthesis or Doctoral thesis		Special instructions	Pagination
FRONT MATTER	1. Title page	• The title page presentation must follow FESP rules (see templates). • If the Master's thesis or Doctoral thesis is written in a language other than French: The title of the Master's thesis or Doctoral thesis must be in the language the document is written in, but the other title page items must be in French.	Do not paginate
	2. Abstracts	• Abstracts must be written in French. • Length: - Maximum 300 words for a dissertation - Maximum 700 words for a thesis • For greater visibility in international databases, it is recommended that you include an English abstract after the French one. • Each abstract must be on a separate page.	Pagination in Roman numerals The abstract corresponds to page ii.
	3. Table of Contents	• Generate the table of contents automatically using your word processing software's features and include lists of tables, diagrams, figures, acronyms, abbreviations, etc., as appropriate.	
	4. Lists (figures, illustrations, abbreviations, etc.)		
	5. Dedications and epigraphs (if any)		
	6. Acknowledgements		

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7. Preface (<u>Compulsory for</u> compilation <u>and article-based</u> theses and dissertations <u>only</u>)	The preface will contain information on the publication status of the articles (submission, acceptance, or publication dates), differences between the integrated and published versions of the article (if any), your status as author (lead or supporting), your exact role in the preparation of each article, and the names of the coauthors of each article.	

Order of the sections of the thesis or dissertation		Special instructions	Pagination

BODY OF THE THESIS OR DISSERTATION	8. Introduction, chapters, conclusion	Each of the sections (introduction, chapter, conclusion) in the body of the thesis or dissertation must start on a new page.
		
		• **Introduction**
		The introduction should not be identified as a chapter. It must be paginated. It must start on page 1.
		
		• **Chapters**
		(must be numbered: chapter 1 + title, chapter 2 + title, etc.)
		
		• **Conclusion**
		The conclusion should not be identified as a chapter.
		
		• **Use of articles**
		
		In an article-based or compilation thesis or dissertation, each article must be the subject of a separate chapter containing:
		- The original title of the article
		- An abstract in French (max. 150 words)
		- An abstract in the language the article is written in, if not in French. The abstracts must be listed in the table of contents in the same way as the other sections of the chapter in question.
		
		Important
		
		The format of the article must match the overall format of the thesis or dissertation.
		The introduction and conclusion of the thesis or dissertation should highlight the coherency of the approach.
		
		Checklist for compilation and article-based manuscripts
		• **Citations**
		   Put short citations in quotation marks ""
		
		   For long citations (more than 5 lines)
		      Separate paragraph
		      Single space
		      10 mm indentation on the left and right
		      Without quotation marks and italics
			Continuous pagination in Arabic numerals is compulsory (including on integrated articles) and should continue after the conclusion (bibliography, appendices, etc.)

BIBLIOGRAPHY		FESP does not recommend any particular bibliographic style. The choice of bibliographic style should follow the standards in your field of study.	
APPENDICES		Depending on the discipline, appendices may be placed before the bibliography. It is forbidden to reproduce a publication in its entirety (articles, conference proceedings, book chapters, etc.) in the appendix to a thesis or dissertation without the author's permission. A good alternative is to include a bibliographic reference for the publication.	
Theses and dissertations should not contain any signatures or personal information (telephone numbers, addresses, etc.), nor any CÉRUL certificates.			

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