

STYLE GUIDELINES FOR FINAL YEAR PROJECTS/DISSERTATIONS AND ORAL DEFENCES

1. The TFG must be written in Spanish, with an abstract in English or French. It may be written in a language other than Spanish as long as this language is among those used in the degree programme and has been approved by the supervisor. In this case, an abstract containing an introduction and summary of the findings of the TFG must be provided in Spanish at a minimum.
2. The TFG must be between 30 and 60 pages long. The document must be submitted electronically and, if required by the supervisor, printed double-sided on DIN A4 paper and bound.
3. The cover page of the TFG must follow the template proposed by the Final Year Project/Dissertation Committee of the Faculty of Social & Legal Sciences, which will be published on the Faculty website.
4. The TFG must comprise the following elements at a minimum:
 - a) A contents page listing all chapters, sections, bibliography and appendices with page numbers.
 - b) A text structure in chapters, sections and sub-sections following the decimal numbering system (1., 1.1., 1.1.1., etc.).
 - c) A final conclusion summarising the main ideas explored by the student.
 - d) A bibliography in alphabetical order by authors' first surnames.
5. The text in the TFG must fulfil the following requirements:
 - Times New Roman 12-pt font.
 - 2.5 cm margins and 1.5 spacing, with no additional spaces between paragraphs.
 - Justified margins.
 - Titles of chapters in capital letters.
 - Figures or tables in the text must not exceed DIN A4 format. The title must be stated above the figure or table and a bibliographic reference or source must be included below. The text must refer to the corresponding figure or table.
 - Verbatim quotes must be in italics, placed between quotation marks and referenced with the corresponding bibliographic citation either in a footnote or within the text with reference to the bibliography at the end of the TFG.
 - Pages must be numbered.
6. Bibliographic citations may be included in footnotes or within the text with reference to the bibliography.

7. If footnotes are used, they must meet the following requirements:

- Times Roman 10-pt font.
- Author name(s) in lower case, with the surname(s) then the initial.
- Publication date in brackets.
- Monographs must be cited in italics, while articles and book chapters must appear between quotation marks.
- Place of publication and name of publisher.
- Page number(s) preceded by the abbreviation p. or pp.

Examples:

Bellomo, M. (1996), *La Europa del Derecho Común*, Roma, Il Cigno Galileo Galilei, pp. 123-124.

Reimann, M. (1989), "The Historical School Against Codification: Savigny, Carter, and the Defeat of the New York Civil Code", *American Journal of Comparative Law* 37, pp. 95-119.

Once the work has been cited, future citations of the same work require only the surname(s) and initial words of the title (in italics if it is a book; or the full title between quotation marks if it is an article or book chapter), as well as the page numbers, which must be indicated in abbreviated format as p. for a single page or pp. for multiple pages: Bellomo, *La Europa*, p.54.

8. If a bibliography is listed at the end of the TFG, it is recommended that the APA Citation Style is followed (<http://www.library.cornell.edu/resrch/citmanage/apa>):

- A single-authored work should be cited in the text as follows: "*Cited text*" (Alonso, 2012) or Alonso (2012) states that "*Cited text*".
- When a multi-authored work is cited in the text, all the authors' surnames should be cited (e.g. Pérez, Martínez & Fernández, 2013), with "et al." (e.g. Pérez et al., 2013) used for subsequent citations of the same work.
- To reference works in the bibliography, the rules are the same as for footnotes.

Examples:

[BOOK] Kidder, T. (1981), *The soul of a new machine*, Boston, MA: Little, Brown & Company.

[BOOK CHAPTER] Labajo, J. (2003), "Body and voice: The construction of gender in flamenco", In T. Magrini (ed.), *Music and gender: perspectives from the Mediterranean*, Chicago, IL: University of Chicago Press, pp. 67-86.

[ARTICLE] Ku, G. (2008), "Learning to de-escalate: The effects of regret in escalation of commitment", *Organizational Behavior and Human Decision Processes*, 105(2), pp. 221-232.

[ELECTRONIC JOURNAL OR AVAILABLE ONLINE]: Colvin, G. (2008), "Information worth billions", *Fortune*, 158(2), 73-79. Available online: <http://search.ebscohost.com>

9. The TFG defence will be an oral presentation and will take place in accordance with the terms established by the supervisor, who will also decide whether or not a jury should be present.