



FORMAL GUIDELINES CRITERIA B.A. THESIS 2024-25

The formal criteria proposed below are purely indicative. The different Departments (Knowledge Areas) may establish the criteria they consider appropriate for their own Area.

GUIDELINES

1. **TITLE:** The title should appear on the cover in both Spanish and English.
2. **ELECTRONIC FORMAT:** The student must make a copy in electronic format in pdf coded as follows:
“(GMK OR GAD OR GNF OR GIT)_LASTNAME_NAME.PDF”
through the TFG activity in Blackboard.
3. **EXTENSION:** The work will have an extension of between 30 and 40 pages with annexes and separate graphics, although it should be the Departments and Areas of Knowledge, which depending on the requirements establish its extension.
4. **FONT SIZE:** Arial 12pt.
5. **SPACES:** 1.5 points with fully justified paragraphs.
6. **SECTIONS:** They shall be distinguished by Arabic numerals (1, 2, 3) and the system of numbers separated by dots (1.1, 1.2, 1.1.2.) shall be used for the subsections. More than 3 subparagraphs shall be avoided.
7. **NUMBERING AND HEADING:** Pages should be numbered at the bottom of the text and in the center. No headings should be included.
8. **MARGINS:** 2.5 on the right, left, top and bottom.
9. **MATHEMATIC FORMULAS:** Numbered, where appropriate, to the right of the formulas.
10. **CHARTS, GRAPHS AND TABLES:** Those that are essential to follow the text will be integrated into the text duly numbered (Table 1; Graph 1), including references from the original source. Those that include additional information and are not essential to follow the text will be placed as an annex, although they will be referenced within the text with the corresponding numbering (Table A.1; Chart A.1). Both the Tables and the Graphs must have the source of the data, avoiding, as far as possible, the reference "Own elaboration".
11. **FOOTNOTES:** Footnotes should be as short as possible and limited to conceptual clarifications or additional information. They should be numbered in ascending order, with font size 10, interlinear space 1.0 and justified.

QUOTATIONS AND REFERENCES TO WORKS/ARTICLES

Citations and references to papers/articles will follow the American citation system and should be included in the text (if the Department or Area of Knowledge deems it advisable, they may be included in the footnotes rather than in the text).

Example:

Fernández (2003, pp. 37-45)

If the reference is to the whole article or the whole book, the pages will not be cited. In the case of two authors, the last name of the two authors will be given.

Example:

García and Fernández (2003, pp. 37-45)

In the case of more than two authors, students should use et. al.

Example:

Martínez et. al. (2003, pp. 25-36)

All textual quotations in the text must be enclosed in quotation marks and with the exact reference to the original page.

Example:

FERNÁNDEZ, M. (1999, 41)

BIBLIOGRAPHICAL REFERENCES

The list of bibliographical references should be included at the end of the text, in alphabetical order according to the last name with the following format:

1. FONT SIZE: Arial 10, with indentation.
2. SPACE: 1.0 point (single) with fully justified paragraphs.

REFERENCES TO BOOKS: Last name and initial of all authors; year of publication (in brackets); full title (in italics); edition (with the exception of the first edition); publisher, place of publication.

Example:

SIMPSON, J (1995): *Spanish Agriculture. The Long Siesta, 1765-1965*, Ed. Cambridge University Press, Cambridge.

If several publications of the same author have been used in the second and subsequent publications, the surname and initial of the first name shall be replaced by a line.

Example:

SIMPSON, J. (1995): *Spanish Agriculture. The Long Siesta, 1765-1965*. Ed. Cambridge University Press, Cambridge.

----- (1996): *La cultura del agricultor en la etapa moderna*. Cambridge University Press, Cambridge.

If there are several references of the same author(s) and year, they will be distinguished using letters a, b, c, etc. (1999 a, 1999 b, 1999 c)

REFERENCES TO ARTICLES: Last name and initial of the name of all authors; year of publication (in brackets); full title of the article cited (in quotation marks); name of publication (in italics); issue number and/or volume; pages.

References to the volume (vol.) and number of the journal (no.) should be in Roman or Arabic numerals, depending on the specific numbering of each journal.

Example:

WILLIAMSON, J.G. (1995). "The Evolution of Global Labor Markets Since 1830", *Explorations in Economic History*, vol. 7, Nº. 32, pp. 141-197.

BOOK CHAPTER: Last name and initial of the name of all authors in caps; year of publication (in brackets); full title (in quotation marks); in last name and first name initial (Dir, comp., Coord ...), book name (in italics), publisher, place of publication, chapter number (chap.), pages (p., or pp. if several, separated by hyphen).

Example:

CORDEN, W.M. (1981), "Exchange Rate Protection" in COOPER, R.N. (Ed.), *The International Monetary System Under Flexible Exchange Rates*, Ed. Prentice Hall, Nueva York, chap. 3, pp. 129-142.

WEB PAGES: Web page server; year (in brackets); Full title of the document; Internet address (in brackets).; Date of consultation.

Example:

COMISIÓN EUROPEA (2002); Orientaciones generales de Política Económica; (www.europea.eu.int/com.html); Date of consultation: November 3rd, 2003.

PH.D. THESIS: Author (presentation date): Title in quotations, University where thesis was presented, Thesis Supervisor

Example:

VAL, M. T. (1993): "Cultura empresarial en España y su potencial estratégico. Exigencias de cambio institucional de la empresa en España", Thesis presented at the Universidad de Alcalá de Henares, supervised by García Echevarría, S.