Resources offered by the UAB Libraries to carry out your academic work (TFM)

Masters – Faculty of Veterinary Medicine

Choice and definition of the subject

Choice and definition of the subject

Since you will dedicate a good amount of time to your work, it will be easier if you feel comfortable with the subject you choose.

So, choose a subject...

- that you find **interesting** and **motivating**

- that lets you **focus** on your **professional career**

- but also that it is a subject with **enough bibliography**, so that you can delve into your work.

Choice and definition of the subject

Once you have chosen your subject, you will need to **consider some questions** that will help you focus before beginning to search for information.

Choice and definition of the subject

1. What do I want to search about the subject?

Points of view that you want to address, period of time, geografic location, language, type of document, ...

The reference works (encyclopedias and dictionaries) will help you contextualize the subject and become familiar with the terminology

Choice and definition of the subject

2. What do I already know?

Do an outline of what you already know to establish your starting point

You will not double unnecessary efforts to recover information that you already had

Choice and definition of the subject

3. What information resources are available for me?

Approach the databases, books, magazines, etc., where you will search for information

Consult the Search engine of the UAB Libraries or ask your reference librarian to know the relevant sources of information.
See: Module 2 Search process

Choice and definition of the subject

4. What do I do with the information I gather?

Use the bibliographic manager Mendeley Institucional

It will help you organise your research and to easily access to the documents from anywhere

UAB libraries offer in-person and virtual courses about how this tool works.

Consult the programmed sessions at www.bib.uab.cat/formacio/ and sign up, don't leave it for later!

Choice and definition of the subject

5. Do I have enough time?

Some tools, as virtual calendars and task managers, will help you to manage time

Evernote

Gantt Chart

Office 365

Too much information, too few information ...
You still have time to change or redefine the subject!

Choice and definition of the subject

But remember that…

Image: Elisa Rivera / Pixabay / Public domain

Your teacher or tutor can guide you and will give you the necessary instructions to prepare your work.

How can you do a search?

Identify the keywords

Success depends largely on choosing appropriate **search terms**

- Use **meaningful** terms that represent important concepts
- **Forget about prepositions, conjunctions, articles, pronouns, adjectives or adverbs**
- Look for **synonyms** and **related terms**
- Equivalents in English and other major languages

Identify the keywords

① **Identify and define your need for information.** Define the topic well

- Express the subject or topic in a specific sentence

    Example 1: Clostridium difficile infection in horses
    Example 2: Food allergies in EU countries

- Geographical and chronological scope? Old or just recent information?

Identify the keywords

② **Identify search terms:** find the **keywords** that best define what we are looking for.

Identify **key concepts:** using meaningful terms and forgetting about prepositions, conjunctions, articles, pronouns, adjectives or adverbs

Example 1	Example 2
Concept 1: infection **Concept 2:** Clostridium difficile **Concept 3:** horses	**Concept 1:** food **Concept 2:** allergies **Concept 3:** EU

- Identify **synonyms** or **other related keywords** to obtain more appropriate results (English equivalents, related terms …). Also take into account singular / plural forms, acronyms, etc.

The success of the search will be largely determined by the proper selection of terms that we use in the search strategy

Boolean operators

③ **Build the search. Know how they can be** combined **the terms between them to retrieve the most appropiate information**

Boolean opeators

are used to search for information. They combine the search terms to refine the search and return exactly what you need

AND +

OR l

NOT -
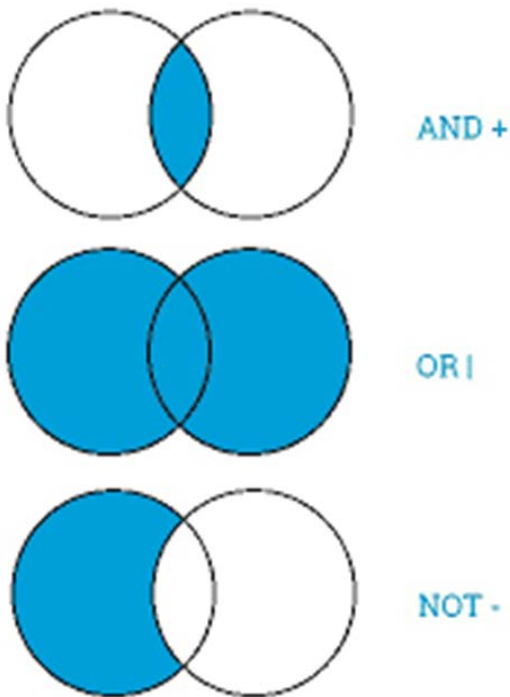
- **AND (i, y, &):** returns documents that contain both terms. **Example:** infection AND horses
- **OR (+, O):** returns documents that contain any one of the terms. **Example:** bovine OR bovinum
- **NOT (- , AND NOT):** returns documents that contain one term, but excludes all those that contain the other one. **Example:** rabies NOT dogs

Other operators: truncation

Use truncations and wildcards: signs that let you search by the word's root or replace letters in it.

The keywords can have suffixes and retrieving all these variants can help in finding the documents we want

Truncation retrieves the term exactly as written plus the term with its suffixes

- The most common are: * ! ? $ #

- Example:

- **bovin*** : **bovin**e, **bovin**um, **bovin**s, **bovin**os, ...

- **food*** : **food**, **food**s, **foodi**ng, ...

Too many results? Add a filter to your search

✓ By field (e.g., search only in the author field)

✓ By the language of the documents

✓ By location or time period

✓ By document format (e.g., only journal articles)...

Check how relevant and comprehensive your results are

④ Analyze the **degree of ownership** and **exhaustiveness** of the results

Relevant	Do the results fit your information needs? Are they useful for your project?
Comprehensive	Have you retrieved all the results you need?

If not, you may need to tweak your strategy

Tips on tweaking the search strategy

If you get too many results

- Add more major concepts and combine them with AND
- Remove any truncations
- Use descriptors
- Search in narrower fields (for example, the title or the keywords)

If you get too few results

- Remove the less important concepts
- Add synonyms and combine them with OR
- Use truncations
- Widen the search to more general fields (for example, abstract) or to all the fields

Know the academic resources for your TFM

What is an academic resource?

Academic resource means it was written

by qualified experts and cites other

research.

You are recommended to use **academic**

information to support your arguments in

your **TFM**.

To pick out the **information of the highest**

academic worth, try the **IDEARE** test

IDEARE

I   INTENCIÓ
- ✓ Quina és la intenció del recurs? Vol informar? Persuadir? Entretenir?
- ✓ L'autor o l'entitat estan associats a una visió o punt de vista particular?

D   DESTINATARIS
- ✓ Qui són els destinataris del recurs? A qui vol adreçar-se?
- ✓ El nivell d'aquest recurs és adequat a les teves necessitats? És massa bàsic o massa tècnic?

E   EVIDÈNCIA
- ✓ L'autor ha citat evidències apropiades per recolzar les seves teories / conclusions?
- ✓ Hi ha una secció de bibliografia o referència?
- ✓ El recurs ha estat validat amb revisió per parells

A   ACTUALITAT
- ✓ La informació està actualitzada o hi ha hagut descobriments nous en la matèria?
- ✓ Quan s'ha publicat aquell recurs?

R   RELLEVÀNCIA
- ✓ El recurs és rellevant pel teu treball?
- ✓ Dóna una visió general o només es centra en un aspecte del teu tema?
- ✓ Has llegit més informació per determinar que aquesta t'és útil?

E   EXPERTESA
- ✓ L'autor és un expert en aquesta matèria?
- ✓ Quina formació té l'autor?
- ✓ L'autor és citat en altres treballs sobre aquest tema?

Material from UlibrayLab, at UVIC Library

Excellent example of an academic work

The political economy of diagnosis-related groups.

Bertoli P[1], Grembi V[2].

⊕ Author information

Abstract

A well-established political economic literature has shown as multi-level governance affects the inefficiency of public expenditures. Yet, this expectation has not been empirically tested on health expenditures. We provide a political economy interpretation of the variation in the prices of 6 obstetric DRGs using Italy as a case study. Italy offers a unique institutional setting since its 21 regional governments can decide whether to adopt the national DRG system or to adjust/waive it. We investigate whether the composition and characteristics of regional governments do matter for the average DRG level and, if so, why. To address both questions, we first use a panel fixed effects model exploiting the results of 66 elections between 2000 and 2013 (i.e., 294 obs) to estimate the link between DRGs and the composition and characteristics of regional governments. Second, we investigate these results exploiting the implementation of a budget constraint policy through a difference-in-differences framework. The incidence of physicians in the regional government explains the variation of DRGs with low technological intensity, such as normal newborn, but not of those with high technological intensity, as severely premature newborn. We also observe a decrease in the average levels of DRGs after the budget constraint implementation, but the magnitude of this decrease depends primarily on the presence of physicians among politicians and the political alignment between the regional and the national government. To understand which kind of role the relevance of the political components plays (i.e., waste vs. better defined DRGs), we check whether any of the considered political economy variables have a positive impact on the quality of regional obstetric systems finding no effect. These results are a first evidence that a system of standardized prices, such as the DRGs, is not immune to political pressures.

f 🐦 g+

EXCEL·LENT!
EL TEST
DEMOSTRA QUE
ÉS UNA OBRA
ACADÈMICA

- **Intent:** the article has a specific goal

- **Readership:** academics and researchers

- **Evidence:** the authors cite bibliographic references

- **Topicality:** Good

- **Importance:** Excellent. A specific study on the topic, cited several times

- **Expertise:** the authors are specialists in the subject and have published other articles in the field of Economics.

Material from UlibrayLab, at UVIC Library

Good example of an academic work
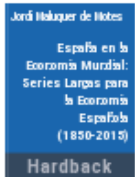
España en la economía mundial : series largas para la economía española (1850-2015) / Jordi Maluquer de Motes

Maluquer de Motes, Jordi, 1946-

Llibre | Instituto de Estudios Económicos | 2016

No disponible a C. Socials-Planta 0 (VENÇ EL 15-06-20)

- **Intent:** to provide a reconstruction of the Spanish national accounts over more than a century and a half (1850–2015) and a synthesis of their results

- **Readership:** university students and researchers

- **Evidence:** the authors cite bibliographic references

- **Topicality:** very good

- **Importance:** Excellent. A specific study on the Spanish economy

- **Expertise:** the author is a well-recognised historian whose research focuses mainly on economic and social history topics concerning Catalonia and the West Indies

EXCEL·LENT!
EL TEST
DEMOSTRA QUE
ÉS UNA OBRA
ACADÈMICA

Material from UlibrayLab, at UVIC Library

Fairly good example of an academic work

Author unnamed
Income per capita
Wikipedia
Accessed on 27 July 2019
https://ca.wikipedia.org/wiki/Renda_per_capita

- **Intenció**
  Té un objectiu de neutralitat però pot canviar en qualsevol moment ja que la pàgina pot ser modificada en qualsevol moment. ?

- **Destinataris**
  Destinada a un públic general. ?

- **Evidència**
  Hi ha força referències i força actualitzades. Els articles de Wikipedia sovint remeten a fonts més autoritzades, però les referències han de ser verificades.?

- **Actualitat**
  Excel·lent. La Wikipedia s'actualitza constantment. ✓

- **Rellevància**
  Bona. La informació està ben estructurada.

- **Expertesa**
  Desconeguda. Tothom pot editar la Wikipedia per tant no podem saber qui ha afegit la informació. ✗

REGULAR!
ELS ARTICLES DE LA WIKIPEDIA NO SÓN RECURSOS ACADÈMICS PERÒ PODEN SER UNA BONA FONT DE LECTURA ADDICIONAL

Material taken from UlibrayLab, at UVIC Library

Not an academic work

La Reserva federal de EEUU mantiene los tipos de interés pero abre la puerta a bajarlos pronto / Sandro Pozzi
El País (19/06/2019)
Accessed on 27 July 2019
https://elpais.com/economia/2019/06/19/actualidad/1560940301_857626.html

≡   **EL PAÍS**   👤 🔍

ECONOMÍA

La Reserva Federal de EE UU mantiene los tipos de interés pero abre la puerta a bajarlos pronto

Ocho miembros del banco central ven posible el recorte por la incertidumbre y la baja inflación

- Intenció
  Té un objectiu informatiu, periodístic, divulgatiu. ?

- Destinataris
  Destinada a un públic general, no acadèmic. ?

- Evidència
  No hi ha cap referència. Només s'esmenta algun expert però no enllaça a cap estudi i la informació no està contrastada. ✗

- Actualitat
  Actual. Informa d'un descobriment recent. ✓

- Rellevància
  Força bona. Article molt específic sobre el descobriment. ✓

- Expertesa
  No s'especifiquen credencials de l'autor. ✗

MALAMENT!
FALTEN EVIDÈNCIES. PERÒ ALGUNES NOTÍCIES PODEN SER ACADÈMIQUES SI PASSEN EL TEST

Material from UlibrayLab, at UVIC Library

What are the main sources of information?

Information sources are the objects or subjects that generate, contain, provide or transfer information

✓ **Primary sources** give direct access to information. Examples: books, journals, dictionaries, encyclopaedias, etc.

✓ **Secondary sources do not provide new information** but give access to the primary sources. Examples: catalogues, databases, thematic portals, etc.

Search fields and search types

Search fields are the parts of the document records in which we look for the terms we have chosen. The commonest search fields are *free text, title, author, keywords, topic, etc.* Most information sources offer two options: **basic search and advanced search.**

✓ A **basic search**, in general, only lets us search in a single field in the entry: by author, by title, etc.

✓ An advanced search lets us combine various search fields, for example title and author, or title and topic, using the operators that we learned about in Module 2.1. This type of search yields more precise results.
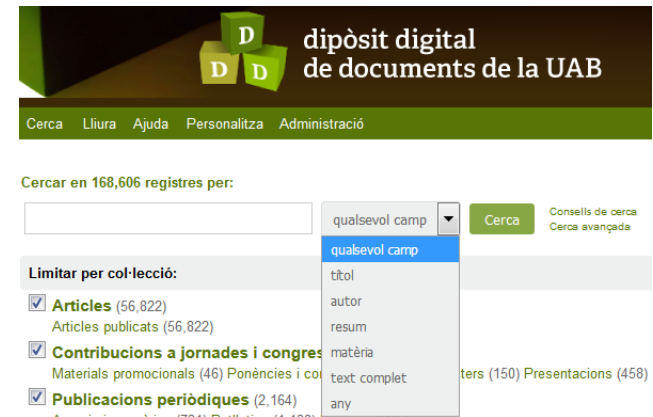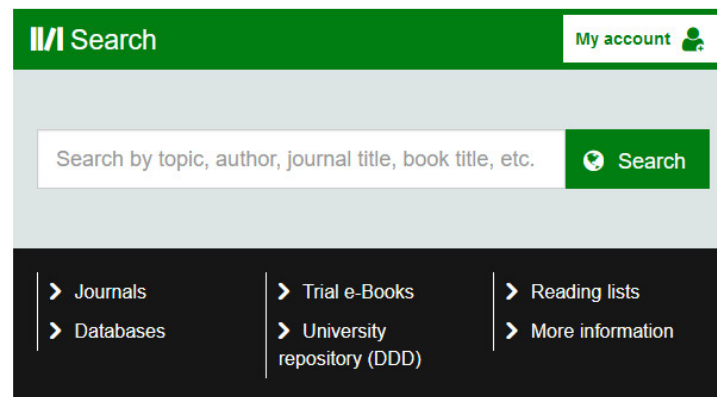
Know the most important sources of information

Below is a suggestion for locating books, articles and other academic sources.

Basic sources	Specialist sources
✓ UAB Libraries Search Tool	✓ Databases
✓ University Union Catalogue of Catalonia (CCUC)	✓ Subject guides
	✓ Specialist search engines, repositories, etc.

Search libraries

Search Tool: https://www.uab.cat/libraries/

Search Tool

A tool that lets you search in all the resources of the UAB Libraries.

The search is performed simultaneously in
- the UAB Libraries catalogue
- the UAB digital library (digital resources provided by the UAB Libraries)
- the digital repositories DDD and Traces

It lets us
- restrict results according to various criteria
- access the full text (if it is available)
- reserve and borrow documents in "My account"
- save lists of documents, send references and export them to Mendeley, the bibliographic reference manager

Search Results

On performing a search it shows us all documents, whether in print or digital format, and you can apply filters to limit the results.

- **Availability :** if the document is in open access, in the library collection, online and peer-reviewed journals

- **Resource type** : to filtre whether it is a book, journal, thesis, journal article, vídeo image, …

- Filter by **other factors** , such as subject, autor, library, language, journal title, .

Results are in order of importance (the most frequently accessed first), and you can change by date, title or author.

Basic search
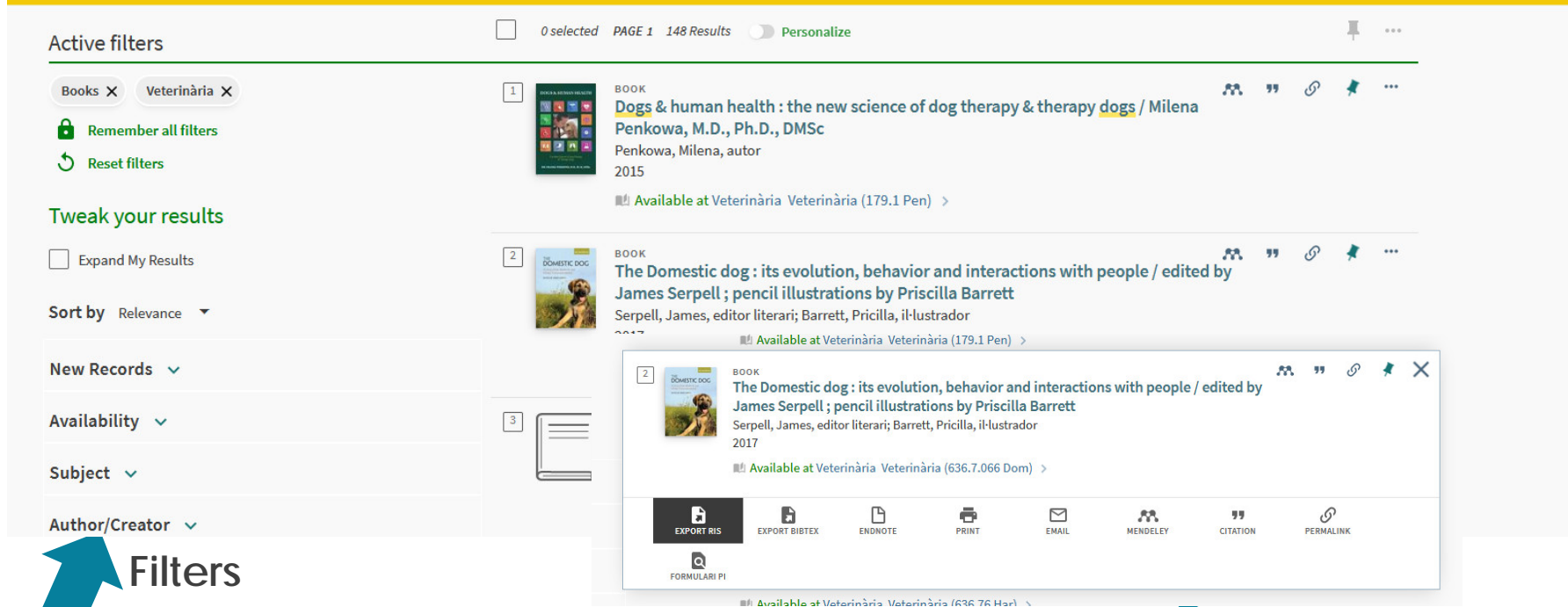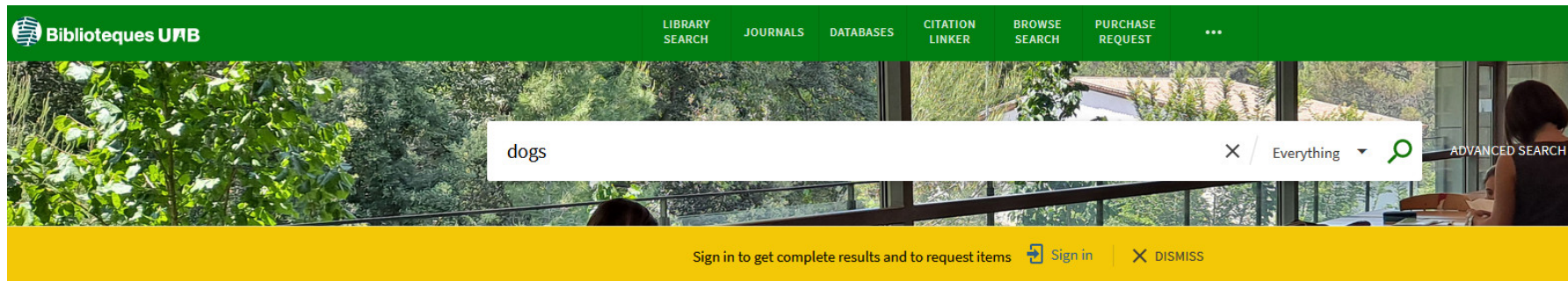
Filters
or
factors

Availability

Advanced search

How to find books and journals

In the Search Tool we will find **books and journals** in both print and electronic format.

ELECTRONIC	Direct access to the full text (if bought/subscribed to by the UAB)
PRINT	Number of copies/collections, availability and library where it is located

Finding e-journals and e-books

Finding a specific article, journal or book,

In the Search Tool we can find a specific journal article, journal or book **by citation information: article or journal title, DOI, PMID, ISBN, author, publisher, ...**

Download and export results

From the Search you can save records found, export the reference to diferent formats, print, sent by email, export to the Mendeley bibliographic manager, cite, create a permanent link and, if necessary, PEDIR the article to Interlibrary Loan Service.

University Union Catalogue of Catalonia (CCUC)

https://ccuc.csuc.cat

Access to e-resources from outside the UAB

How to perform internet and database searches

How to search on the internet

Not all information published on the internet is reliable

- **Search engines** search by **keywords** and show a list of automatically indexed web pages. Useful for finding documents and websites, they give access to **up-to-date information** and retrieve a large amount of information

- **Thematic portals**: **websites that offer a set of resources and services** around a specific topic, with information selected by experts in the field. Example: subject guides from the UAB Library Service

Subject guides
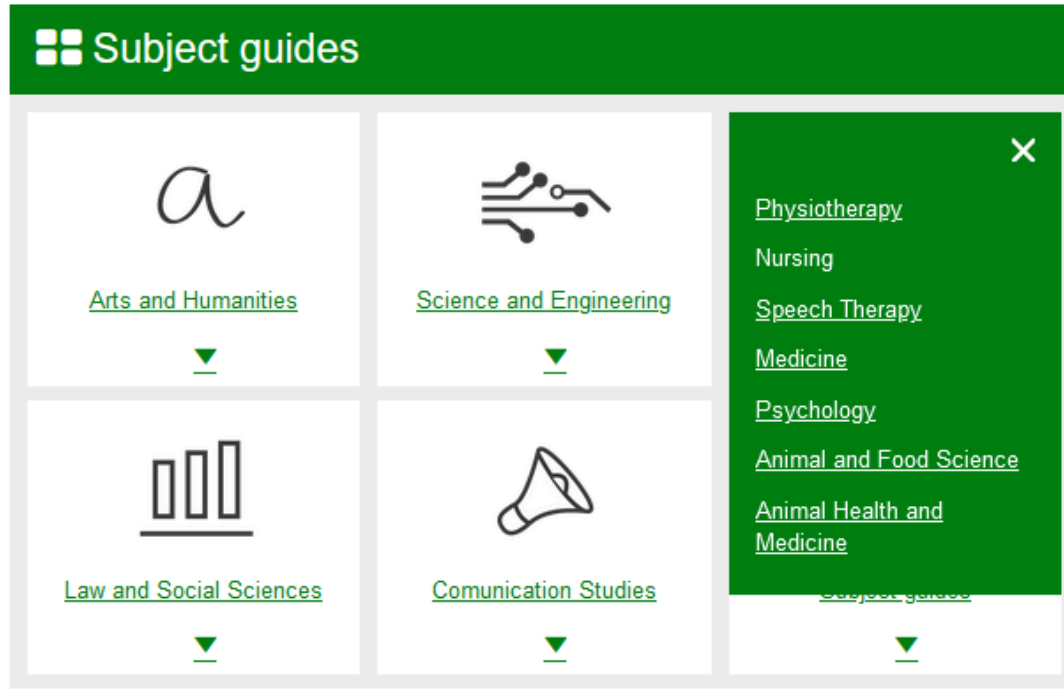
The UAB Libraries offer subject guides with all the information sources on a particular subject.

Available at:
http://www.uab.cat/libraries

Subjet guide : Animal and Food Science

Subjet guide : Animal Health and Medicine

Internet search engines

- Databases of automatically indexed web pages

- Allow you to make queries based on one or more words that appear in the indexed documents

- Useful for finding documents and websites

- Give access to up-to-date information

- Retrieve a large amount of information

Danger of intoxication

Google Scholar: a good starting point that gives a general overview. Focuses on the world of research and academic study: specialising in academic journal articles, research projects, reports, theses, books, etc.
https://scholar.google.es/

Online press

The portal **El Quiosc** offers you the **online press and press databases** subscribed to by the UAB, plus other useful resources: media directories, news search engines, etc. **http://www.bib.uab.es/premsa/**

El Quiosc
Bases de dades de premsa
Directori de diaris i revistes
Notícies
Recursos de premsa

Contacte

Cercar diaris i revistes per àrea geogràfica

Cercar diaris i revistes per títol

[ ] Envia | **[Cerca avançada]**

També podeu consultar +diaris i revistes al directori
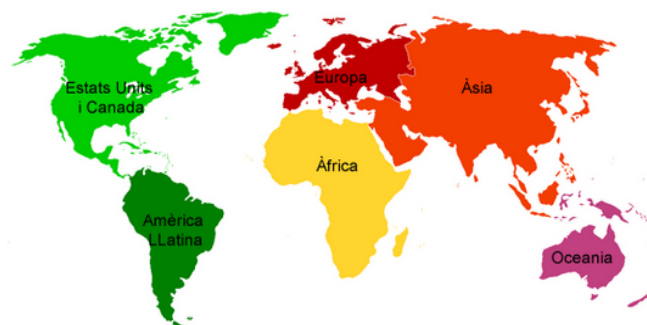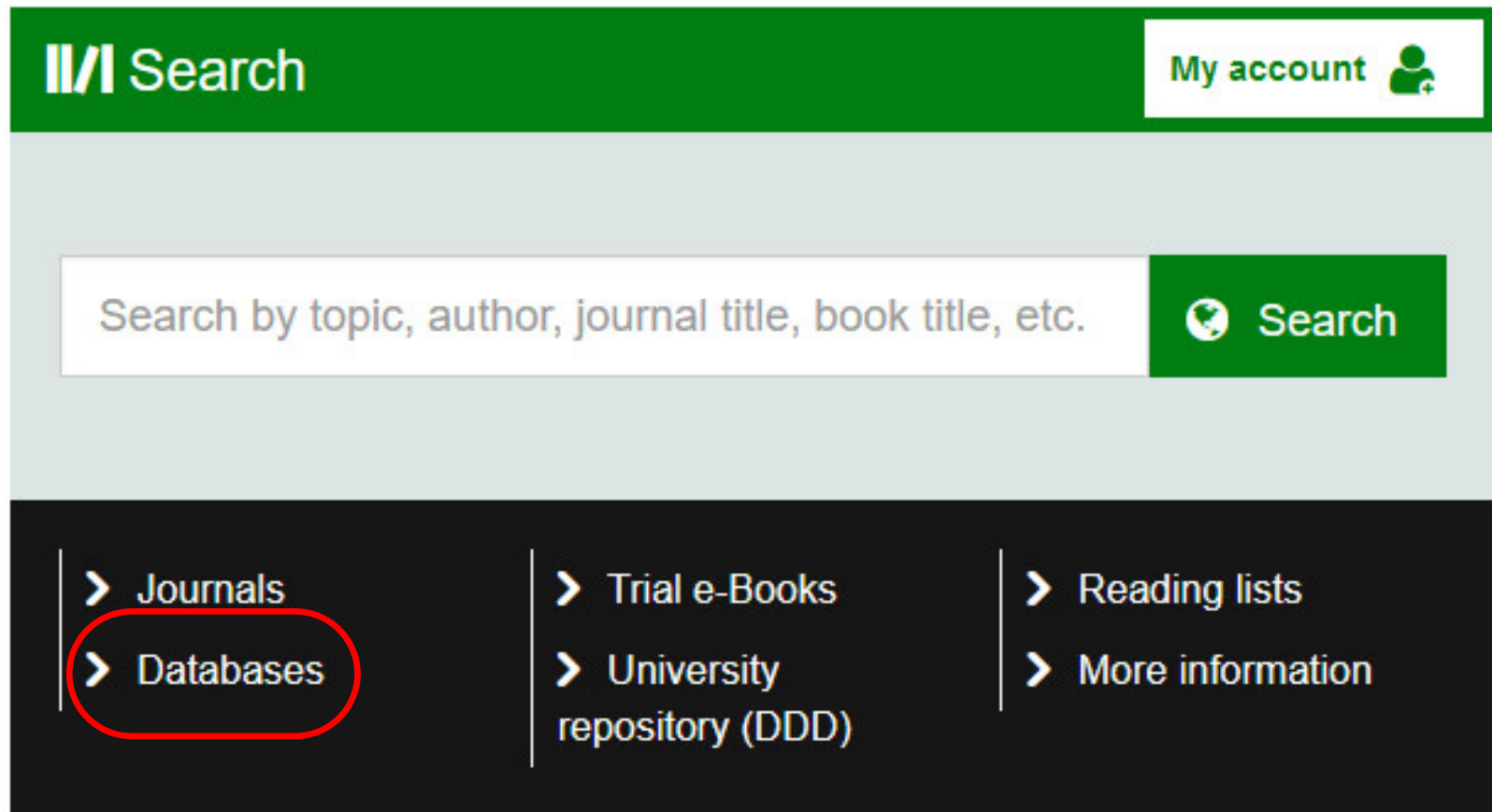
Diaris destacats a la UAB
ABC
Ara
The Asahi Shimbun
Cinco días
Clarín
Corriere della Sera
The Guardian
Le Monde
El Mundo Deportivo
El Mundo
The New York Times
El País
El Periódico de Catalunya (cat)
El Punt Avui
La Reforma
The Times of India
The Times
La Vanguardia
The Wall Street Journal

Where can I find databases?

http://www.uab.cat/libraries

Databases

Our collections
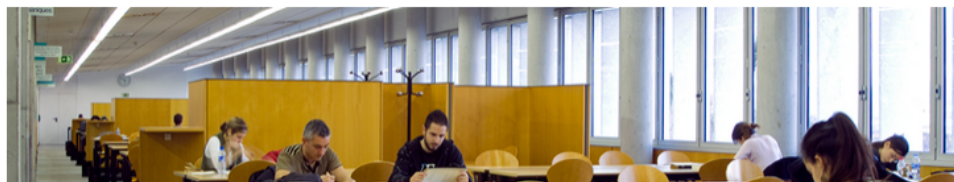
Libraries > Our collections > Databases and other electronic resources

Databases and other electronic resources

The The UAB Library Service subscribes electronic resources (books, journals and databases) and signs licenses with suppliers and publishers. These licenses establish that the use is restricted to students, teaching and research staff and to services staff of the Universitat Autònoma de Barcelona.

The use of these resources must observe the current Intellectual Property Law, and must avoid any use that may cause harm to the legitimate interests of the rights holders. Also, whenever they are cited, the source and authorship must be indicated.

If you have any questions, you can review the collection of FAQS on the Intellectual Property and Open Access blog.

Search databases

[   ]   Cercar

Databases by subject

[Select subject   ▼]

List of e-resources

⊘ A-B

⊘ C-E

⊘ F-H

⊘ I-K

⊘ L-N

⊘ O-P

⊘ R-S

⊘ T-Z

Terms of use

Allowed in general terms

✓ To print, record, download, make copies of magazine articles and / or chapters of specific books.

✓ The use of content from computers located in libraries by visiting users who do not belong to the UAB.

✓ To use the contents for personal, teaching or research use.

✓ To share the contents with other authorised users of the UAB.

✓ The use of permanent links to the licensed content.

Not allowed in general tems

✗ To print, record, download and make copies of electronic magazine articles and / or book chapters systematically and massively..

✗ To use magazine articles or capitols of books for commercial purposes.

✗ To send a copy (printed or electronic) to unauthorised users.

✗ To modify, alter or create derivative works.

✗ To upload articles or licensed chapters in other websites.

Databases

One of the main information sources for finding academic literature

Some are **multidisciplinary**: encompass a wide range of subject areas, making them an excellent initial resource for commencing research.

And some are **specialised,** for example:
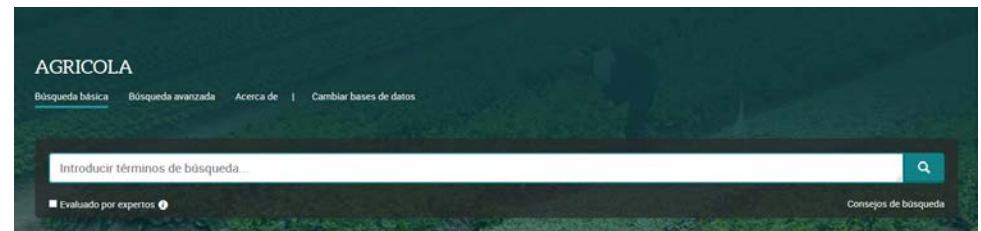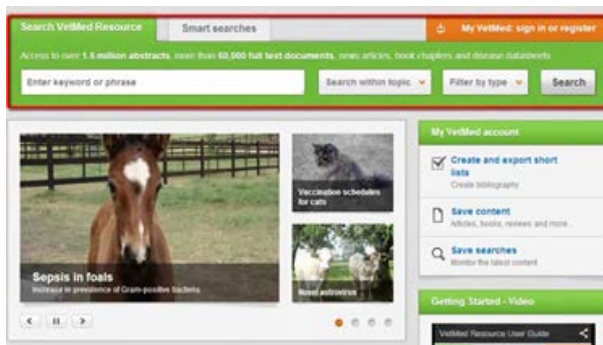
Information resources

Multidisciplinary databases

- Produced by Elsevier is the world's largest database of peer-reviewed summaries and citations, with daily updates

- Access to the **full text** (UAB subscribed or open access resources)

- **Type of documents:** references from journals, trade publications, books, web resources, patents and author profiles

- **Theme:** multidisciplinary

- **Others:** information in 40 languages, non-Anglo-Saxon coverage (6,900 European magazines, more than 50% of the titles are European, South American and Asia-Pacific). It offers added value services: creation of bibliographic alerts, consultation of impact factor, H index, etc.

Multidisciplinary databases

Clarivate Web of Science™

- Mainly Anglo-Saxon portal of the company Clarivate Analytics. Includes high-quality bibliometric information

- Access to the **full text** (UAB subscribed or open access resources)

- **Type of documents:** journal articles, proceedings, books, book chapters, etc.

- **Theme:** multidisciplinary

- **Otros:** allows thematic searches and by cited work and / or author, consult bibliometric indicators (number of citations, H index, impact factor of journals, etc.)

- You have access, among others, to: **Science Citation Index** (more than 8,000 publications), **Social Sciences Citation Index** (more than 3,000 publications), **Arts & Humanities Citation Index** (more than 1,600 journals), **Conference Proceedings Citation Index** (12,000 conferences per year) and **Book Citation Index** (citations of books and book chapters (printed and electronic). Also in: **Biosis Previews, Medline, Scielo Citation Index, Korean Journals Database and Russian Science Citation Index**

Multidisciplinary databases

- Portal that contains various databases, one of which is **MEDLINE**. Allows you to retrieve appointments from PRE-MEDLINE and OLD-MEDLINE.

- **Type of documents:** journal articles from more than 6.000 journals

- Access to the **full text** (UAB subscribed or open access resources)

- **Theme:** health sciences

- **Chronological coverage:** since 1950 and updated daily

Multidisciplinary databases

ProQuest

- Access to the **full text** (UAB subscribed or open access resources)

- **Type of documents:** journal articles, theses, market reports, *working papers*, proceedings, vídeos, case studies, etc.

- **Theme:** multidisciplinary

Other: include databases:
- Natural Science Collection
- Health & Medical Collection

Multidisciplinary databases

Dialnet

- Bibliographic portal of hispanic scientific literature

- **Type of documents:** journal articles, books, books chapters, proceedings, theses, etc.

- **Theme:** human, legal and social sciences

- **Other:** offers a bibliographic alert service and access to the full text of some documents

ÍnDICEs CSIC

- **Type of documents:** articles from Spanish scientific journals, proceedings, theses, compilations, reports and monographs

- **Theme:** multidisciplinary

Thematic databases

AGRICOLA
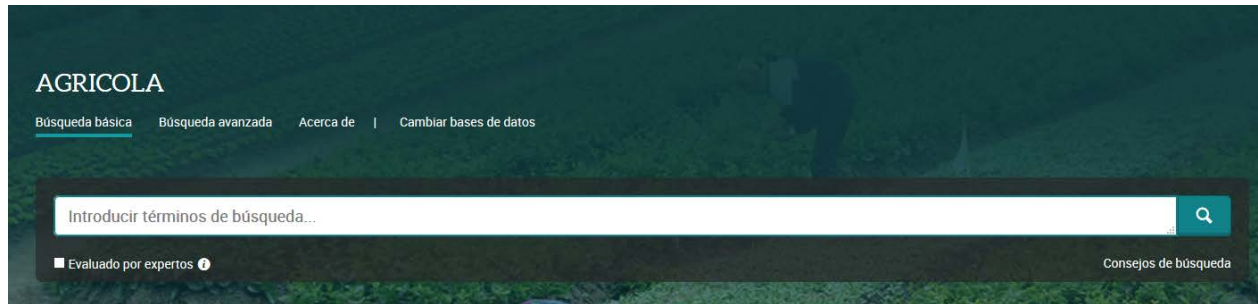
- Produced by the National Agricultural Library (USA)

- **Theme:** agriculture and related fields.

- **Type of documents:** It contains articles from acadèmic journals, monographs, conferences, theses, patents, translations, audiovisual materials, software and technical reports.

- **Chronological coverage:** since 1970 and updated weekly

- **Other:** Since 1985, the CAB Thesaurus has been used to select controlled vocabulary terms for subject indexing. Library of Congress Subject Headings are used as controlled vocabulary for cataloging records.

Thematic databases

AHPC
The Animal Health & Production Compendium
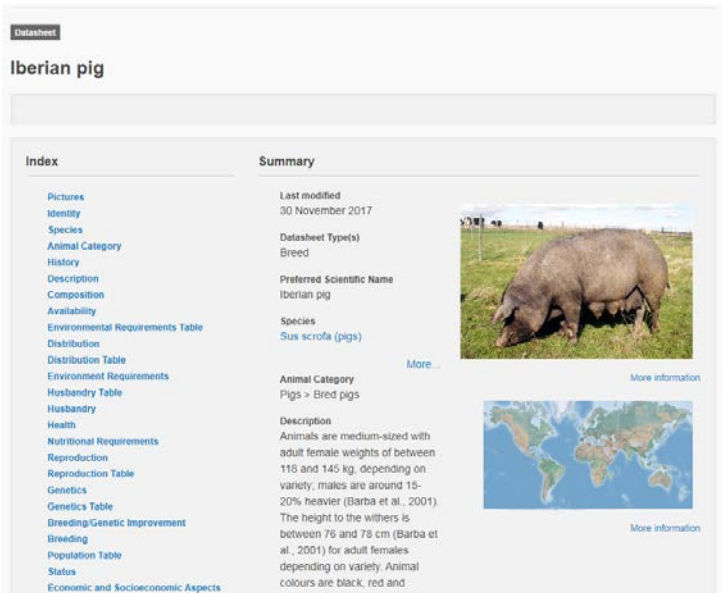
- Produced by CABI

- **Theme:** Encyclopedia on health and production of pigs, poultry and ruminants, also includes food safety topics.

- **Type of documents:** It contains more than 135,000 references, images and information sheets (datasheets) on more than 300 diseases, pathogens, parasites and races from 150 countries.

- **Chronological coverage:** since 1972 and updated weekly

- **Other:** The content includes the most recent geographical distribution data from the World Organization for Animal Health (OIE) and information from the Cornell University Consultant database.

- It includes 30,000 definitions from the *Saunders Comprehensive Veterinary Dictionary* (Elsevier), 10,000 terms from the *World Dictionary of Livestock Breeds, Types and Varieties*, and 1,800 terms from the *Encyclopaedia of Farm Animal Nutrition* (CABI).

Thematic databases

VetMed Resource
Veterinary information to support practice, based on evidence and continuing education
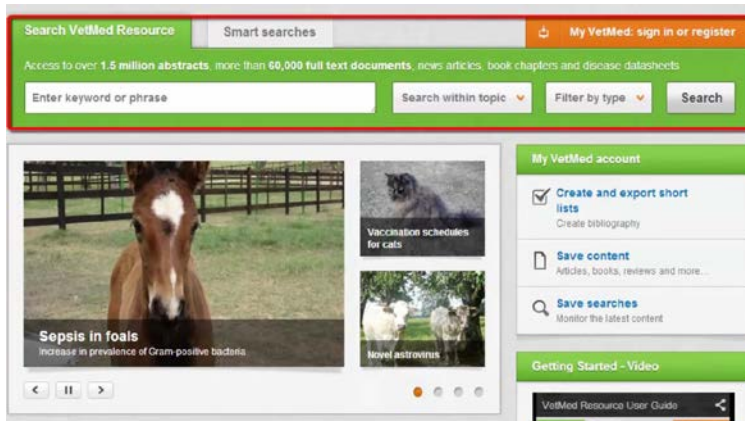
- Produced by CABI

- Database that includes more than 107,000 full-text documents and more than 1.8 million bibliographic records tagged with keywords, from more than 5,000 journals.

- **Theme:** veterinary and animal health: ruminants, pigs, birds, horses, aquaculture, companion animals, exotics, zoo and wild animals, welfare and behavior ...

- **Type of documents:** journal articles, proceedings, newsletters, etc.

- **Chronological coverage:** since 1972 and updated weekly

- **Other:** Access to *CAB Reviews*, news and Smart searches (searches prepared by experts that help the user to quickly find the best results among the *VetMed Resource* records).

Save and export the results

Most databases allow:

- **Save** search
- Create **bibliographic alerts** (you can save search strategies and receive alerts of new results of this strategy)
- **Export** records to bibliographic managers and in various formats
- **Download** the articles (UAB subscribed or open access resources)

Citations, bibliographic references and bibliography

Citations and bibliography: basic concepts

Citing and compiling the bibliography

In order to carry out any scientific work we need to use information that is already published, that is we must acknowledge our debt to the information sources we use.

When we use someone else's information (an article, a book, a website, statistics) to do our own academic work we have to say where we got that information from, that is we have to cite the information source, no matter if we are summarising and idea or quoting literal words.

So, you must keep this in mind:

- **When you write your research** and you use someone else's work, **cite it properly** in your text.

- **When you look for information, do take note of the reference** of all documents you have used whatever the source is: book, article, internet resource, tweet, image, statistics...

Why use citations?

WHY ARE CITATIONS NEEDED?

To acknowledge the **original author** of the idea and define responsibilities

To **back up** our arguments with the research and theories of others

To avoid **plagiarism**

To locate the **sources cited** (books, articles, websites, etc.) and point the reader towards further information

To lend credibility and rigour to your project. Stating where you got your information from proves that you have done your research

What should we cite?

WHAT SHOULD WE CITE?

Any **idea** or **sentence** that is **NOT** of our own making

Any information that does **NOT** count as **general knowledge**

We can cite data, images (photos, maps or graphics), tables, etc.

How to cite

HOW TO CITE

STANDARDISED STYLE

It is necessary to cite our sources and present bibliographic references in a way that is **consistent and uniform**

3 TYPES OF CITATIONS

In formal terms we cite through **citations**, **bibliographic references** and/or **bibliography**

STYLES

Many different **styles** are available for citing. You'll pick one or another depending on your field of study, with help from your tutor.

Citation types

EXAMPLES
based on APA style
(*more styles here*)

IN-TEXT CITATION

According to Zott, Amit, and Massa (2011), there is no general agreement among scholars on a common definition of the business model concept.

BIBLIOGRAPHIC REFERENCE

Zott, C., Amit, R., & Massa, L. (2011). The business model: Recent developments and future research. *Journal of Management*, 37(4), 1019−1042.

LIST OF REFERENCES OR BIBLIOGRAPHY AT THE END OF THE DOCUMENT

REFERENCES

Van Den Bosch, F. A., Volberda, H. W., & De Boer, M. (1999). Coevolution of firm absorptive capacity and knowledge environment: Organizational forms and combinative capabilities. *Organization Science*, 10(5), 551−568.

Winter, S. G., & Szulanski, G. (2001). Replication as strategy. *Organization Science*, 12(6), 730−743.

Zott, C., & Amit, R. (2010). Business model design: An activity system perspective. *Long Range Planning, 43*, 216−226.

Zott, C., Amit, R., & Massa, L. (2011). The business model: Recent developments and future research. *Journal of Management*, 37(4), 1019−1042.

MENDELEY

What is a bibliographic reference?

What is a reference?

- A **reference** is a **set of bibliographic data** that refers to a document.

- These are **all the sources** all the sources that **have been cited** throughout the work and are, in **a systematic list** at the end.
- Citations must be coherent and keep the same style **ALWAYS** throughout the text.

- The layout of bibliographic references changes according to the **type of source** you need to cite. That is, references for books contain different elements than references for journal articles.

Citation ⟶ Reference

When a **citation** is inserted in the text...

CSE style can be **cite-sequence/name** or **author-date**

In comparison with previous trials,[4,5] we recruited a substantially larger sample size, used a measure of cognitive impairment recommended as a core outcome in consensus guidelines, and maintained high levels of follow-up. We used robust allocation concealment and masked outcome assessment.

... at the end of the document **bibliographic references** arranged by **order or author** will appear in a **list**

[4] Forbes D, Forbes SC, Blake CM, Thiessen EJ, Forbes S. Exercise programs for people with dementia. Cochrane Database Syst Rev 2015;(4):CD006489
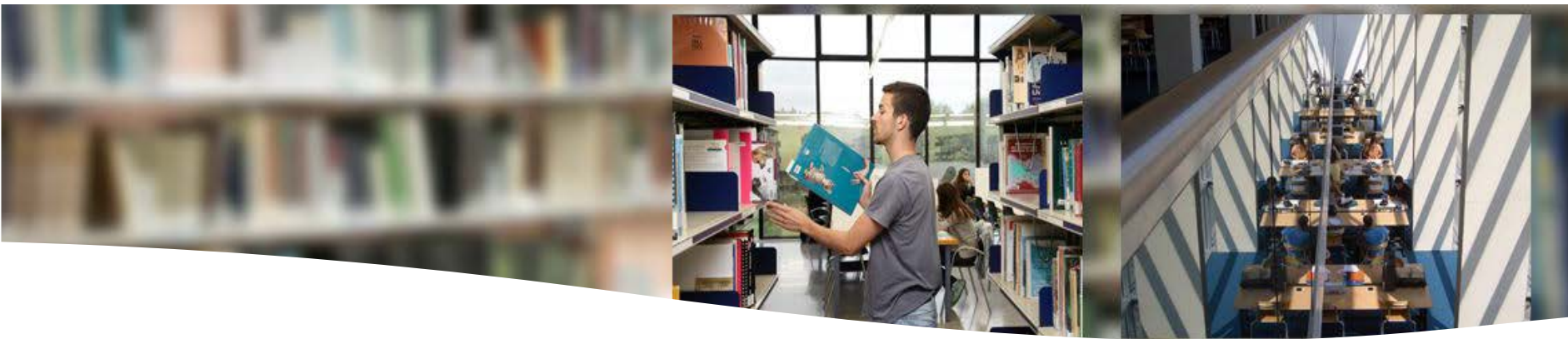
[5] Groot C, Hooghiemstra AM, Raijmakers PG, et al. The effect of physical activity on cognitive function in patients with dementia: A meta-analysis of randomized control trials. Ageing Res Rev 2016;25:13-23. doi:10.1016/j.arr.2015.11.005

How to cite?

- Manually: Citations and bibliography

- Automatically: using a bibilographic reference manager. They allow you to sabe references, edit them, classify them, insert into a text and generate a bibliography.

Mendeley and **Zotero** are the bibilographic reference managers supported by the UAB libraries. Check this page

CSE (Council of Science Editors) - Author/Date citation style

Bibliographic references for different types of sources

Once you have chosen a citation style, you will see the layout of a bibliographic reference varies according to the **type of source** that needs to be cited. The components of a reference for a book will be diferent from those used when citing a journal article.

Therefore, you will have to follow the guidelines for each type of source: elements that must appear in the citation, their order in the reference, format (italics...), punctuation (brackets, quotation marks, ellipsis...), etc.

In the **bibliography**, this citation style rules that in documents with up to 10 authors all must be included in the citation, when there are more than 10 authors the tenth author will be followed by comma and et al.

UAB Universitat Autònoma de Barcelona — Servei de Biblioteques UAB — Eines per a la recerca

Citacions bibliogràfiques segons el model CSE

(Council of Science Editors)

Àmbit d'aplicació: Ciències de la Vida

INTRODUCCIÓ:

Una bibliografia es composa d'una sèrie de **citacions bibliogràfiques**. La citació bibliogràfica està formada per un **conjunt de dades** que permeten descriure i identificar de forma abreujada qualsevol tipus de document per tal de localitzar-lo posteriorment sense dificultat.

Hi ha diferents normatives per a l'elaboració d'una bibliografia. En l'àmbit de les Ciències de la Vida una de les més utilitzades és l'estil emprat pel **Council of Science Editors (CSE).**

Es pot ampliar la informació a través de la guia elaborada per la University of Wisconsin-Madison:

http://writing.wisc.edu/Handbook/DocCSE.html

NORMATIVA CSE

Al final del treball ha d'haver la bibliografia amb totes les fonts citades al llarg del document. CSE permet presentar la bibliografia de 3 maneres diferents:

Cita – Seqüència: dins del text s'enumeren les fonts seguint l'ordre d'aparició de la referència. Amb aquest sistema, la bibliografia final ha de quedar ordenada per la numeració seguida.

Cita – Nom: dins del text cal numerar cada referència de la bibliografia final seguint l'ordre alfabètic dels cognoms dels autors, i dins del text es citen els documents emprant el número assignat a la bibliografia final.

En ambdós casos (**Cita - Seqüència i Cita - Nom**), la numeració ha de ser aràbiga i en superíndex: [1, 2, 3]

Nom – Any: dins del text s'indica, entre parèntesi, el cognom de l'autor i l'any de publicació; amb aquest sistema, la bibliografia final ha quedar ordenada alfabèticament pel cognom de l'autor, seguit per l'any de publicació.

Per a inserir dins del text la citació **Nom – Any** cal tenir present el número d'autors responsables del document:
- **1 autor:** (Lewontin 1984)
- **2 autors:** (Issitt i Anstee 1999)
- **A partir de 3 autors:** (Mathews et al. 2013)

A l'hora d'elaborar la bibliografia final, recordeu que, en tots els casos, l'estil CSE marca que fins a 10 autors s'han de fer constar tots; si hi ha més de deu autors, després del desè autor es posa una coma i s'afegeix l'expressió et al.

COM CITEM...

En color gris trobareu els exemples de Cita – Seqüència i Cita – Nom i en color blau els exemples corresponents a Nom – Any.

ARTICLES DE REVISTA

Banchereau J, Steinman RM. Dendritic cells and the control of immunity. Mol Cell Biol. 1987;7(8):2745-2752.

Banchereau J, Steinman RM.1987. Dendritic cells and the control of immunity. Mol Cell Biol.7(8):2745-2752.

El títol de la revista ha d'estar abreujat segons la norma ISO; una de les fonts on podreu trobar aquesta llista és: http://www.ncbi.nlm.nih.gov/nlmcatalog/journals

LLIBRES I PARTS DE LLIBRES

Llibres:

Cooper GM, Hausman RE. La célula. 5ª ed. Madrid: Marban; 2010. 818 p.

Cooper GM, Hausman RE. 2010. La célula. 5ª ed. Madrid: Marban. 818 p.

Llibres amb editor:

Szallasi Z, Stelling J, Periwal V, editors. System modeling in cellular biology: from concepts to nuts and bolts. Cambridge: MIT Press; 2010. 448 p.

Szallasi Z, Stelling J, Periwal V, editors. 2010. System modeling in cellular biology: from concepts to nuts and bolts. Cambridge: MIT Press. 448 p.

Capítol de llibre:

York JL. Enzymes: classification, kinetics, and control. Dins: Devlin TM, editor. Textbook of biochemistry with clinical correlations. 4th ed. New York: Wiley-Liss; 1997. p. 127-178

https://ddd.uab.cat/record/119202

Bibliographic references for different types of sources

When you use the guia d'estil Council of Science Editors, you will see there are 3 ways to list the bibliography:

➢ **Cite – sequence :** sources are numbered in the text according to the order of appearance. References in the resulting bibliography will be listed following the numerical order.

➢ **Cite – Name :** each reference in the bibliography will be numbered according to the authors' surnames alphabetical order. Within the text sources will be cited using the number they have been assigned in the bibliography.

In these two cases aràbic numerals and superscript must be used[1][2][3]

➢ **Name – Date   (Author-Date) :** within the text, author's surname and publication year between parenthesis. The bibliography will have to be arranged by authors' surname alphabetical order followed by year of publication.

Recommended!!!!
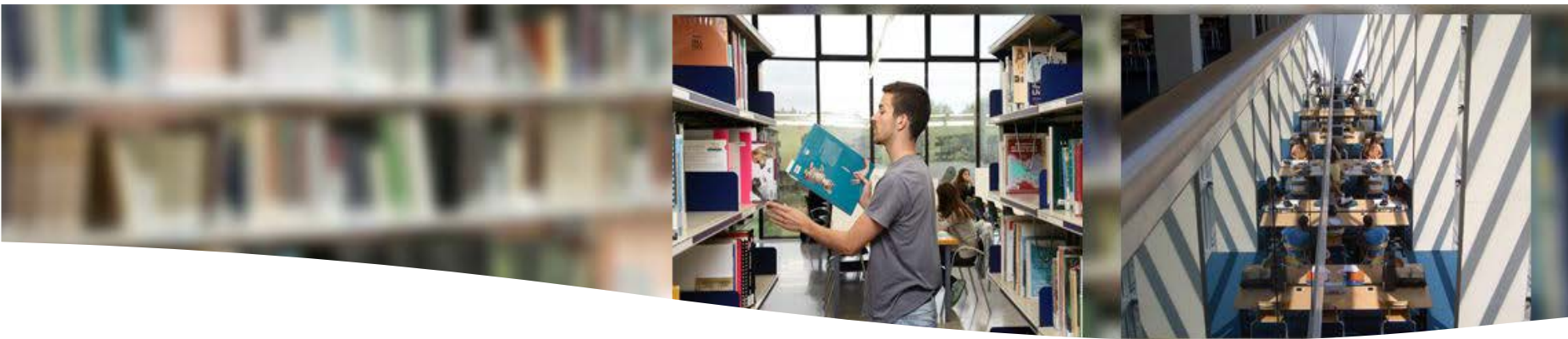
Summary of steps to take when citing sources

Steps for citing

4 **WRITE THE REFERENCE LIST OR BIBLIOGRAPHY**
Consider using a bibliographic reference manager like Mendeley to facilitate your work
You need to take into account the type of document being referenced, whether it is on a print or electronic medium, abbreviations, etc.

3 **INCLUDE THE CITATIONS IN YOUR TFG FROM THE BEGINNING**
Insert quotations as you write. You can use the Mendeley plugin for Microsoft Word.

2 **CHOOSE A CITATION STYLE**
with the help of your work tutor.

1 SEARCH FOR AND COLLATE THE SOURCE MATERIALS THAT YOU WILL USE FOR YOUR WORK
Consider using a bibliographic reference manager like Mendeley to facilitate your work.

Refer to: **Citacions i Bibliografia> estils de citació**

Plagiarism and copyright:
respect and acquisition of rights

What is copyright?

Copyright – What is it?
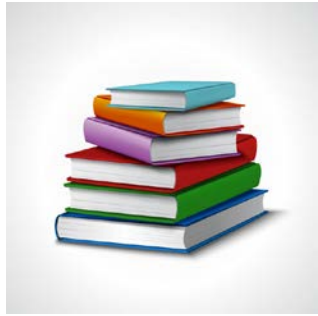
AUTHORS/ CREATORS

Automatically **HAVE RIGHTS** over their work that must be respected, even if it is freely available on internet, in any format: photograph, article, etc.

The availability of a work on the internet **DOES NOT** imply the absence of rights

Copyright – Types of rights

MORAL RIGHTS

Integrity
No alterations to the work that could be prejudicial to the author

Paternity
Acknowledgement of being the author of the work

Untransferable
No time limit

EXCLUSIVE EXPLOITATION RIGHTS

Reproduction:
copies. Limits: private copy, for research

Distribution of copies (sale, rent or loan)

Communication
access to the work with no distribution of copies

TFG to the

Transformation
Author of a derivative work becomes owner of it

Transferable
70 years from author's death

E.g. You can transfer the right to distribute, translate or reproduce your TFG to others

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Copyright: how to respect it

Need **to cite** sources in order to

- acknowledge the work of others

- document the research conducted

Need to cite **all** material used:

- texts (books, articles, theses, etc.)

- images (illustrations, graphs, figures, videos, etc.)

- music, sounds etc.

Copyright

More information here:

[Intellectual Property and Open Access Blog of the UAB](#)

Creative Commons licenses

Creative Commons licenses

Creative Commons (CC) licences allow authors to grant copyright permissions to their work, in line with the law on intellectual property.

The authors decide WHAT can be done with their work:

BY - Attribution

Need to acknowledge the author appropriately, link to the licence and point out any changes made.

BY-NC – NonCommercial
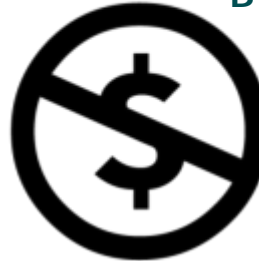
You cannot exploit the derivative works commercially.

SA – ShareAlike

If you remix, adapt, or build upon the material, you must license your new creations under identical terms to the original work's.

ND – NoDerivs
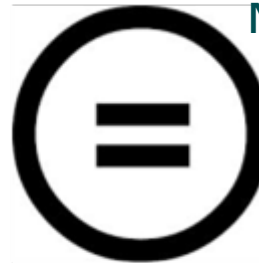
If you remix, adapt, or build upon the material, you cannot share it with others in the adapted format.

creativecommons.org

Copyright – What each CC license type allows

Attribution (by): Permission to use the work for commercial purposes, create derivative works and distribute them without restrictions.

Attribution-NonCommercial (by-nc): Derivative works allowed but not for commercial purposes. Neither may the original work be used for commercial purposes.

Attribution-ShareAlike (by-sa): Permission to use the original work and derivative works for commercial purposes, but they can be distributed only under the same licences as the original work.

Attribution-NonCommercial-ShareAlike (by-nc-sa): No permission to use the original work and derivative works for commercial purposes. Derivative works can be distributed only under the same licences as the original work.

Attribution-NoDerivs (by-nd): Permission to use the original work for commercial purposes, but no derivative works may be generated.

Attribution-NonCommercial-NoDerivs (by-nc-nd): No permission to use the original work for commercial purposes. No derivative works may be generated.

licenses **for your TFM on the DDD**

To publish your TFM on the DDD (the UAB's institutional repository) you will need to choose which licence it should appear under.
The UAB recommends the following for TFMs:

CC BY-SA licence (Attribution – ShareAlike)

- **BY - Attribution.** Anyone using your TFM must give you proper credit, link to the licence and point out any changes made.

- **SA – ShareAlike.** Anyone remixing, adapting or building on your work must share their creations under the same licence as the original work.

Check out all the **Creative Commons licences recommended at the UAB**

What can you include in the TFM?

Copyright - What can you include in your TFM?

- a **fragment of text** from another work?

- an **image**?

- a **screenshot**?

- a **tweet**?

Copyright – Respect for rights vs Plagiarism

- When working on your TFM you should **respect** copyright

- **COPYING** a work (an image, photograph, news item, tweet, etc.) or a fragment of text from a published work **without citing it** is **PLAGIARISM**

Copyright – Avoiding plagiarism

How to avoid **plagiarism**

By **citing** any data, image or text that is not your own

By **paraphrasing**: explaining in your own words what someone else has said

- Because by law we have to respect **paternity**
- To **justify** your own research

Copyright – Right of quotation

If you are using protected content... you can appeal to the RIGHT OF QUOTATION

The right of anyone to include part of a protected work in his/her own, within limits, **without having to ask the author for permission**

When can I make use of the right of quotation?

When these conditions are all met:
- For teaching or research purposes (writing up the TFM)
- To illustrate your explanations (analysis, commentary or critical appraisal)
- Within proportion: they complement your work (whole images)
- In the case of already disseminated images and texts
- Citing the source and author of the original document

Copyright – Right of quotation

What if I don't meet the requirements?

⬇

You need the **AUTHOR'S PERMISSION**
in writing, for a specific use

REMEMBER!
ALWAYS
name the
author and
source
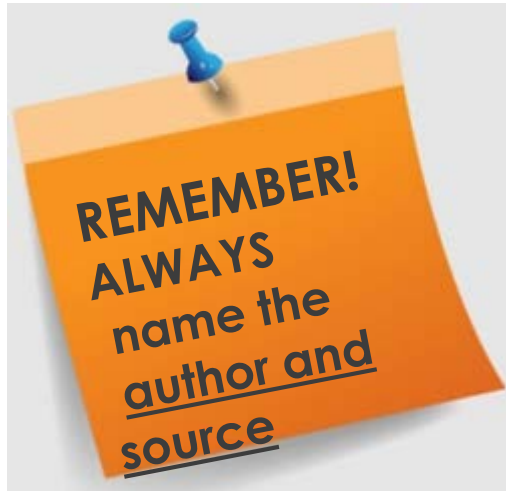
Copyright – Images, photographs...

Any audiovisual resource on the internet has COPYRIGHT

Being available online does **NOT** mean its author's rights of reproduction, distribution, public communication, etc. are not protected by the law

What you can include in your TFM

Option 1 - Use your own photos or designs

Option 2 – Use open-access content

Option 3 – Protected content

creative commons

PUBLIC DOMAIN

Use the "usage rights" filter in Google **Advanced Search**

Use the image and sound search engines in the guide
Recursos audiovisuals i drets d'autor

You need the **AUTHOR'S PERMISSION** in writing, for a specific use. In certain cases, though, we can appeal to the **right of quotation**

REMEMBER! ALWAYS name author and source
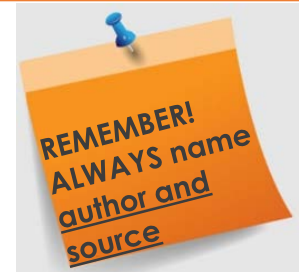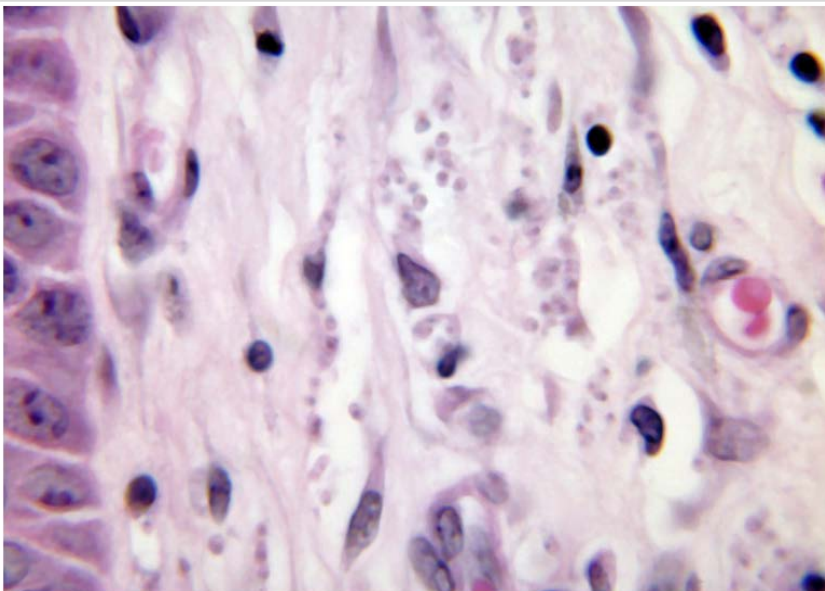
In the CC licence the author specifies **WHAT** can be done with the material **without asking his/her permission**

Source: Freepik

Examples of public domain images

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Copyright – Social media

How screenshots, text fragments, tweets or images of people taken from social media can be used

Social media content protected by intellectual property rights must be treated **like any other content** on another medium: books, websites, etc.

Who holds the copyright on content posted to social media?

- In principle, the **person who posts content** on social media must establish the corresponding rights and is responsible for it
- The **platform** has no responsibilities unless it is aware that the rights of third parties are being infringed
- Consult websites' legal sections, which often specify the rights that are reserved and those that are waived

Other rights in the TFM

Personal data, confidential data, image rights

Personal data in the TFM

To be able to include personal data in the TFM you need the previous **CONSENT** of the person(s) involved

PERSONAL DATA

Information on identified or identifiable natural persons:

- Full name
- Passport or other ID document
- Postal or email address
- Age
- Sex
- Date of birth
- Nationality
- Computer's IP address
- Photographs
- Voice
- Physical characteristics
- Geolocation data
- etc.

SPECIAL DATA CATEGORIES

These are personal data regarded as being particularly sensitive and subject to extra protection:

- Ethnic or racial origin
- Political views
- Religious or philosophical convictions
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Sex life
- Sexual orientation

Personal data in the TFM

- If personal data need to be included, they must be anonymised.

- In the case of the special categories, the consent must always be **explicit**. You will therefore have to be able to demonstrate that you have obtained this consent.

- **Without consent**, publishing the work will imply a data transfer that constitutes a **very serious offence**, subject to a fine of up to €600,000.

- When you finish your TFM, you must **destroy the data** once they are no longer needed for the purpose they were collected for.

Confidential data in the TFM

- If you use confidential company data in your work, you should follow the Protocol on Confidentiality in the TFM, of the Faculty of Economics and Business Studies:

If the student uses confidential data from companies or institutions in his/her TFM and/or undertakes a placement in a company or institution, student and company must sign a confidentiality agreement specifying, on the one hand, the information to be treated confidentially and, on the other, the company's authorisation for the student to present the TFM before the instructor/tutor and, where appropriate, before the assessment panel. Annexe 1 contains a model document for this type of agreement.

Image rights in the TFM

If the TFM is to include photographs, videos, etc. in which persons appear, the latter must have signed a document assigning their image rights

STANDARD FORM FOR THE ASSIGNMENT OF IMAGE RIGHTS AND EXPLOITATION RIGHTS FOR VIDEO RECORDINGS AND PHOTOGRAPHS

I, [full *name of the person who will be photographed and/or recorded*]
With ID document [*of the person who will be photographed and/or recorded*]

confirm
That I consent to my image appearing in images and videos recorded by *[student's full name]* for the purpose of his/her bachelor's degree final project (TFG) and, consequently, I acknowledge that this dissemination does not imply any disrespect towards my honour or prestige, nor does it constitute any illegitimate invasion of my privacy as defined in Spanish Organic Law 1/1982, of 5 May, on civil protection of the right to honour, to personal and family privacy and to personal image.

That, in case of my having any right of ownership over the materials deriving from these recordings, I assign to [*student's full name and ID document*], all exploitation rights over these, on a non-exclusive basis, in all modes of exploitation, worldwide and throughout its duration.

That I know the above bachelor's degree final project may be published on the UAB Digital Documents Repository (DDD), for which reason I sign this document pursuant to Regulation (EU) 2016/679, of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), acknowledging that the UAB has duly informed me that I may exercise my rights of access, rectification, erasure, objection, limitation of processing and portability regarding my data, by writing (with my ID document attached) to the Secretariat General, Edifici del Rectorat, 08193, Bellaterra (Cerdanyola del Vallès).

For the record, I sign this document,

Bellaterra (Cerdanyola del Vallès), *[day, month and year]*

www.uab.cat/doc/cessiodretsimatge

Other rights in the TFM

Further information:

- [FAQs on personal data (UAB)](#)

- [FAQs on image rights (UAB)](#)

- [General Data Protection Regulation (Catalan Data Protection Authority)](#)

Plagiarism

What it is and how to avoid it

Plagiarism

- What is it? **Hiding sources used and passing off fragments of text copied from other works as our own.**

Some examples of plagiarism:

- Copying a fellow student's work without acknowledging authorship.
- Copying and pasting text fragments from books or the internet without acknowledging authorship.
- Paraphrasing other people's ideas without acknowledging authorship.
- Inserting a drawing or graphic without acknowledging authorship.
- Reusing your own work without citing that it was used previously: this is termed self-plagiarism.

- How to avoid plagiarism?

  - By **citing** any data item, image or text.

  - **By paraphrasing**: Explaining in your own words what someone else has said, acknowledging authorship.

Plagiarism

- The UAB has a very strict policy against plagiarism. It provides its teaching staff with a set of IT tools that can detect plagiarism in work submitted to them.

- However, we believe at this university that most cases of plagiarism do not stem from dishonest intentions but rather from ignorance about a key aspect of academic work: citing correctly.

- **REMEMBER**: you have signed a document of commitment to original work.

Summary – Good and bad practice

Allowed

✓ Publishing the TFM wherever I like while I still have the exploitation rights.

✓ Making use of the right of quotation in line with the law.

✓ Linking to documents on the internet or web pages.
As long as these documents or pages are not illicit and do not infringe any third-party rights, to our knowledge.
Careful with film and TV show websites!

✓ Reproducing, without permission, legal provisions or regulations, rulings by judicial bodies or minutes, decisions, deliberations and judgements from public-sector agencies.

✓ Including photographs taken by me of persons who have assigned their image rights to me.
Put the standard form used in the annexe, but not the completed forms with personal data.

✓ Using the icon © without making an official claim.

✓ Using visual works of art (paintings, drawings, maps, sculptures, etc.) or complete photographs for analysis, critique or commentary.

✓ Freely using works in the public domain.

✓ Using non-artistic photographs 25 years after they were taken.

Not allowed

• Co-authoring a TFM and publishing it without permission from the other author.

• Annexing copyrighted articles.

• Including personal data. For example: ID no., phone no., email address.

• Including fragments from works open to the public, without citing the author.
Paternity is a moral right with no time limit.

• Including company data.
For proprietary company data, express permission from the company is required.

• Including images from Google Images or social media.
Not without making sure they can be reused. Internet is not a synonym for "no rights".

• Reproducing all or part of interviews conducted.
Permission should be sought first.

• Inserting photos, designs or graphics done by me without claiming authorship.

• Signing the work.

Written presentation

Structure

Structure

Introductory parts
- Title page
- Abstract and keywords
- Dedication or acknowledgements
- Table of contents
- Table of illustrations
- List of abbreviations and symbols

Body
- Introduction
- Main body
- Bibliography
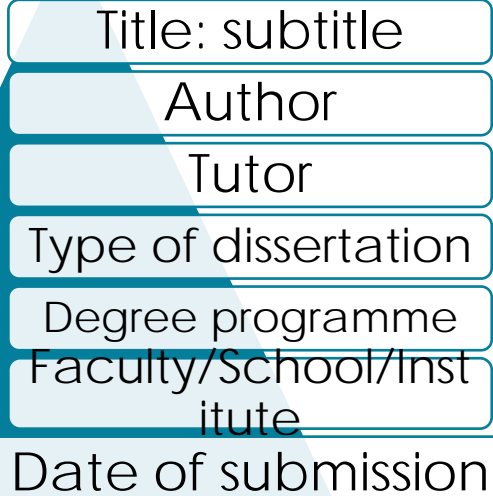
Annexes
- Annexes or appendices

Introductory parts

1 Title page

2 Abstract and keywords

3 Dedication or acknowledgements

4 Table of contents

5 Tables of illustrations

6 List of abbreviations and symbols

Introductory parts

Title: subtitle

Author

Tutor

Type of dissertation

Degree programme

Faculty/School/Institute

Date of submission

EXAMPLE TEMPLATE

U **A** **B**
Universitat Autònoma
de Barcelona

TITLE:

AUTHOR: (FULL NAME)*

DEGREE PROGRAMME:

TUTOR: (FULL NAME)

DATE (OF UPLOAD TO THE CAMPUS VIRTUAL)

Click here for the UAB logos

Introductory parts

2 **Abstract and keywords**

Abstract

- Explain **briefly** the content and nature of the work.

- **Usually between 200 and 500 words.**

Keywords

- These go with the **abstract.**

- You should have **at least 3 and at most 10.**

In both cases,

✓ use the **language of the document** and, where necessary, include a translation into English.

✓ use **a single page** headed '**Abstract and Keywords**'.

⚠ Follow your tutor's instructions.

Introductory parts

OPTIONAL

3 | **Dedication or acknowledgements**

- Brief text, usually placed **after the title page**.

- Text in which **you acknowledge the help** given to you by your tutor, collaborators, organisations, etc. You can also add more personal, not strictly academic, acknowledgements.

- The tone is usually **personal and subjective**, unlike the rest of the work.

- The acknowledgements should have a **separate page**, headed *Acknowledgements.* The page should not be numbered.

For further information: Agraïments [Acknowledgements]. In *Criteris de la Universitat de Barcelona (CUB): Llibre d'estil.* Retrieved from http://www.ub.edu/cub/criteri.php?id=2158

Introductory parts

4 Contents summary or table

Presentation 5
1. CHAPTER HEADING 7
1.1. Section heading 7
1.1.1. Sub-section heading 9
1.1.2. Sub-section heading 11
Bibliography 21
Annexes 23

- With all chapters, sections and sub-sections, bibliography and annexes and their numbering.

- Using **characters of different sizes** and types also helps in visualising the structure of the work.

- It is a good idea to **automate it** with the word processor.

⚠ **Contents summary** = Only includes chapter headings
Table of contents = Lists chapter and all section headings

Introductory parts

OPTIONAL

5 Tables of illustrations

- These tables should go after the Table of contents, on separate pages.

- The list gives the **sequence number** and heading of each illustration and its page number.

- It is a good idea to **automate it** with the word processor, in case it needs updating.

ÍNDEX DE FIGURES

ÍNDEX DE TAULES

ÍNDEX DELS GRÀFICS

Introductory parts

OPTIONAL

6 List of abbreviations and symbols

- Contains the **abbreviations**, the **initials** and the **symbols** that are used most frequently.

- Next to each abbreviation or symbol you should give the corresponding word or phrase.

- Order them alphabetically, under the heading "List of Abbreviations".

Can also be placed after the bibliography

Abbreviations	• f. (folio) • dir. (director)
Initials and acronyms	• DOGC Diari Oficial de la Generalitat de Catalunya • UNO United Nations Organisation
Symbols	• m (metre) • € (euro)

Introductory parts

OPTIONAL

6 List of abbreviations

Main abbreviations used for bibliography in Catalan

- The **abbreviations** should be written in the language of your TFG, except for l'edició, que l'hauràs de fer en la llengua del document citat.

[Traducció feta per la Uvic del "Listado de abreviaturas para bibliografía: annexo I", del Consejo Superior de Investigaciones Científicas [CSIC], 2012, pp. 1-5. Copyright 2012 de Consejo Superior de Investigaciones Científicas]

comp.	compilador
coord.	coordinador
dir.	director
ed.	editor/s o director/s literari/s
et al.	et *alii*, indicació de l'omissió d'autors
n.d.	*no data*, sense data de publicació
núm.	número d'exemplar de publicació en sèrie
p.	pàgina
pp.	interval entre pàgines
para.	paràgraf
vol.	precedeix el número del volum citat

See

- llengua.gencat.cat/web/.content/documents/publicacions/altres/arxius/abrevia.pdf
- www.rae.es/diccionario-panhispanico-de-dudas/apendices/abreviaturas

Body

7 Introduction

8 Main body

9 Reference list
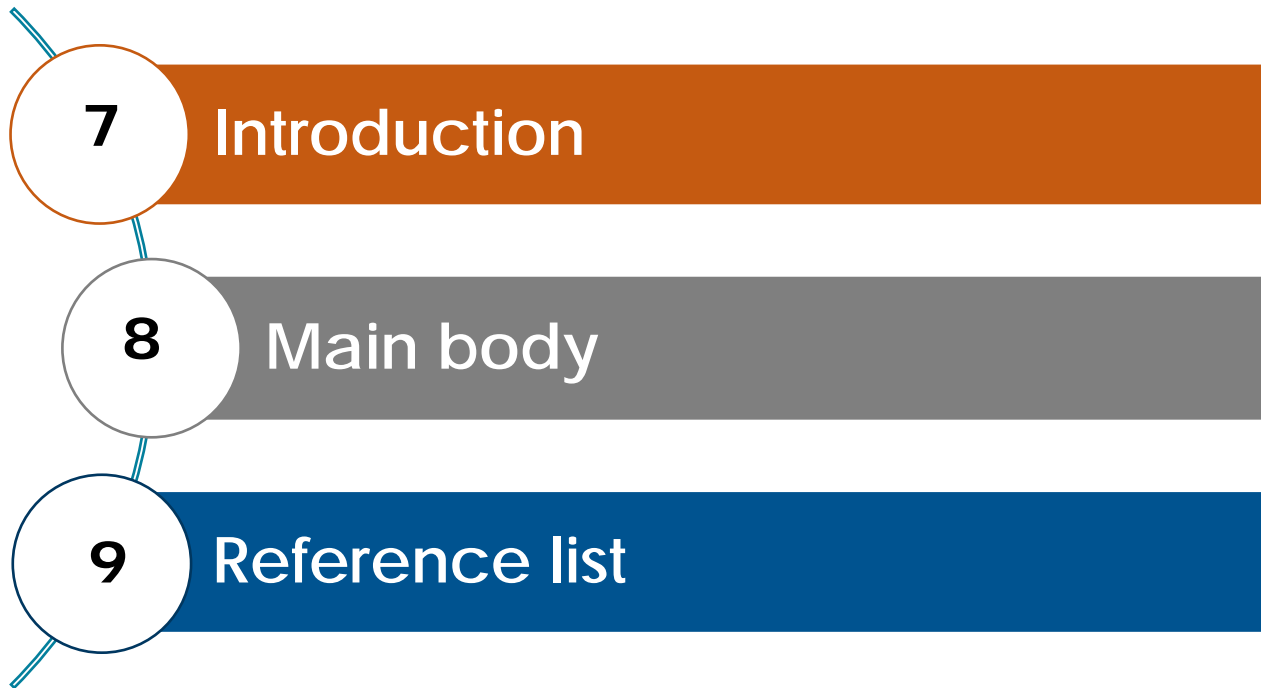
Body

7 **Introduction**

Grab the reader's attention from the first paragraph!!

Clear, concise presentation (between 1 and 3 pages):

- Reasons for choosing the topic.

- Research approach adopted.

- Background and/or context of the work.

- What is to be demonstrated and how (hypothesis, aims and methodology used).

- Structure of the dissertation, where appropriate.

⚠️ **Often written last of all**

Body

8 **Main body**

- Develops the **content:**

  - Methodology used (sample type, study type, geographical limitations, tests, data collection, etc.).

  - Theoretical framework, previous theories and trends on the topic.

  - Analysis of results: the explanations, arguments and analyses carried out throughout the process.

  - And finally, the **conclusions**, which will or will not back up the initial hypothesis.

- Organised by **chapters, sections and sub-sections.**

Body

8 **Main body** Chapter, sections and sub-sections

Chapters
Large units of work organised logically and sequentially by

- Sections and
- Sub-sections

Chapters, sections and sub-sections should have a **heading** introducing their content and **should be numbered.**

Any marginal comments or explanations appear as **notes** outside the text, in the **page footer.**

Body

EXAMPLE

8 | Main body | Chapter, sections and sub-sections

1 Dos models de diari

1.1 El diari informatiu

No hi ha unanimitat a l'hora d'utilitzar un terme que iden- tifiqui aquest model de diari. El que entenem per diari in- formatiu és aquell periòdic que també s'ha anomenat *informatiu-seriós*. És un diari que aspira a aportar el mà- xim d'informació ordenada i classificada tot marcant clarament els diferents gèneres periodístics i separant amb netedat allò que és opinió d'allò que són simples nar- racions de fets (v. 1.1.4).

1.1.1 Format

Tradicionalment, aquests diaris han adoptat el format *es- tàndard*,[1] o semblant, com *Le Monde* o *La Vanguardia*. Però en els últims 25 anys, nombrosos diaris informatius han adoptat el format *tabloide*[2] (de gran acceptació públi- ca), com *La Repubblica*, *El Punt* o l'*Avui*. Aquest canvi ha estat afavorit...

_____

1. De dimensions força grans; tradicionalment, de 36,6 x 51,5cm.
2. De dimensions més reduïdes; avui, de 28 x 40cm, aproximada- ment.

7

Chapter heading

Section heading

Numbering of chapters, sections and sub-sections using the decimal system

Referring to another part of the dissertation

Sub-section heading

Numbered markers

Divider line

Footnotes (in a smaller font size and numbered)

Page number

Body

8 | **Main body** | Conclusions

- Results of the work in relation to the aims and/or the hypothesis set out in the introduction.

- Proof of having achieved the aims.

- Problems arising and suggested solutions.

- Putting the knowledge into practice.

- Where appropriate, suggested lines of continuity for the research.

⚠️ The conclusions **should not be just** a summary of what you have stated in the main body.

Body

9 **Reference list**

- This is an alphabetically ordered list containing the identifying information for all the **documents cited** in the text.

- It includes books, journal articles, periodical publications, conference papers, newspaper articles, websites, legislation and case law, both in print and on digital media.

- You need to use the recommended **bibliography style**

REFERENCES

Barnett, W. P., & Freeman, J. (2001). Too much of a good thing? Product proliferation and organizational failure. *Organization Science*, 12(5), 539−558.

Basile, A., & Faraci, R. (2015). Aligning management model and business model in the management innovation perspective. *The role of managerial dynamic capabilities in organizational change*. Journal of Organizational Change Management, 28(1), 43−58.

Basu, S., Phelps, C. C., & Kotha, S. (2015). Search and integration in external venturing: An inductive examination of corporate venture capital units. *Strategic Entrepreneurship Journal*, 10(2), 129−152.

Bock, A. J., George, G., & Gann, D. M. (2012). The effects of culture and structure on strategic flexibility during business model innovation. *Journal of Management Studies*, 49, 279−305.

Source: Dasí, A., Elter, F., Gooderham, P. N. and Pedersen, T. (2017). New Business Models In-The-Making in Extant MNCs: Digital Transformation in a Telco. *Advances in International Management*, 30, 29-53.
https://doi.org/10.1108/S1571-502720170000030001

Annexes or appendices

OPTIONAL

10 **Annexes or appendices**

- Material that **is complementary** and not included in the dissertation, e.g. maps or photographs.

- Added when the sources used are **not easily accessible** by the reader.

- They reproduce the source **verbatim** without comment. You should provide the origin of the document.

- One page for each annexe with a heading preceded by the word "Annexe", the corresponding numbering and a full stop.

- They should appear in the table of contents, with consecutive **pagination**.

Written presentation

Format

Formal presentation

1. Pages: general layout
2. Margins
3. Numbering
4. Tables and figures
5. Text division: headings
6. Paragraphs and line spacing
7. Typography

⚠️ Have you followed your tutor's guidelines?
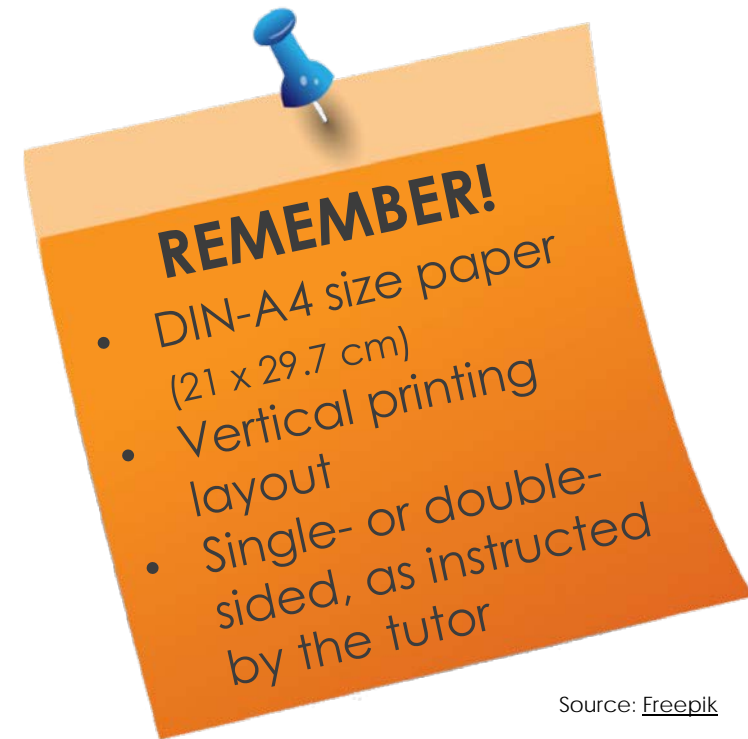
Formal presentation

1 Pages: general layout

- Text aligned to the left margin.

- The pages should have the same amount of text: **30-32 lines**, depending on font size and line spacing.

- The pages should be **numbered** at the bottom: in the centre or the right margin.

- The pages can have headers or footers, with the title of the paper, for example.

REMEMBER!
- DIN-A4 size paper (21 x 29.7 cm)
- Vertical printing layout
- Single- or double-sided, as instructed by the tutor

Source: Freepik

Formal presentation

2 Margins

- The page layout should be **narrow**, with **wide margins.**

- Margins between 2.5 and 3 cm. Standard APA style settings:

> ✓ **Top margin:** 2.54 cm – **Bottom margin:** 2.54 cm
> ✓ **Left margin:** 2.54 cm – **Right margin:** 2.54 cm
> ✓ **Header:** 1.25 cm – **Footer:** 1.25 cm

⚠ Follow your tutor's instructions.

Formal presentation

3 Numbering

Presentation 5

1. CHAPTER HEADING 7

1. Section heading 7

1. Sub-section heading 9

1. Sub-section heading

Bibliography 21

Annexes 23

- Pages should be numbered to help in **finding** its chapters, sections and sub-sections.

- Use **Arabic numerals.**

- All pages are numbered, including the introductory ones, but the numbering is not shown until the contents page, and it continues up to the end of the paper.

- The bibliography and annexes are numbered correspondingly.

Formal presentation

3 Tables and figures

- **Tables:**

    ✓ **Text** with special layout for greater legibility.
    ✓ If taken from another work, indicate the **source of reference**.
    ✓ Insert between two paragraphs, with double line spacing and centred.
    ✓ The numbering goes below, preceded by *Table* (e.g. Table 1).
    ✓ The font size is usually smaller than in the main text.

- **Figures:**

    ✓ Drawings or graphics to illustrate the text.
    ✓ Usually contain **quantitative data.**
    ✓ Positioning and numbering as for tables, but with the indication *Figure or Fig.*(e.g. Fig. 1).

Always follow the indications given by your tutor.

Formal presentation

5 Text division: headings

RECOMMENDATIONS
based on APA style
(*more styles*)

1. LEVEL ONE or CHAPTER HEADING Text	
1.1. Level 2 or Section heading Text	
1.1.1. Level 3 or Sub-Section heading Text	
1.1.1.1. Level 4 or Sub-Section heading Text	
1.1.1.1.1. Level 5 or Sub-Section heading Text	

Keep to a maximum of **five** levels of heading (1., 1.1., 1.1.1.,...):

✓ **1. Level 1**
The main headings.
Capitalise them and centre them.

✓ **1.1. Level 2**
Aligned with the left margin. Only the first word is capitalised.

✓ **1.1.1. Level 3**
Indented, bolded and only the first word capitalised.

✓ **1.1.1.1. Level 4**
Indented, bolded, italicised and only the first word capitalised.

✓ **1.1.1.1.1. Level 5**
Indented, italicised and only the first word capitalised.

Formal presentation

5 **Text division: headings**

Level of heading	Format
	Table 3.1 Format for Five Levels of Heading in APA Journals
1	Centered, Boldface, Uppercase and Lowercase Heading[a]
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.[b]
4	*Indented, boldface, italicized, lowercase paragraph heading ending with a period.*
5	*Indented, italicized, lowercase paragraph heading ending with a period.*

Source: Basics of APA Style Tutorial

- Using characters of different sizes and types also helps in visualising the structure of the paper.

- **A new page for each chapter!** If the paper is printed double-sided, chapters should start on an odd-numbered page.

Formal presentation

6 **Paragraphs and line spacing**

- The text should be organised into **paragraphs.**

- To make it easier to read, develop one **idea** per paragraph.

- **Avoid both overly long** and one-sentence paragraphs.

Formal presentation

6 **Paragraphs and line spacing**

- **Double spacing in the whole manuscript.**

  ✓ Double spacing between the lines of the body text and the headings and citations.

  ✓ Double spacing in the reference list and in figure headings.

- **Indent the first line** of each paragraph half an inch (5 spaces or 1.25 cm approximately).

- Align the text with the left **margin.**

Serif typeface

Sans serif typeface

Heading
  The manuscript is double-spaced for readability. There is no need for extra spaces between headings and body text. Indent the first line of every paragraph.
Next Heading
  Align the text to the left margin, leaving a ragged right margin. Now I will introduce a block quotation.
    For a block quotation, indent the entire paragraph one half inch. Double space between body text and the block quotation as well as between lines in the block quotation. Use the same size typeface for the block quotation as you use for the rest of the paper. Don't forget to cite the source of your quotation. (Source, year, page number)

Source: Basics of APA Style Tutorial

Formal presentation

7 **Typography**

- APA style recommends using a <u>serif</u> font like Times New Roman for the **text** of your paper.

- And using a <u>sans serif</u> font like Arial for the **figures.**

Serif typeface

Sans serif typeface

Source: Basics of APA Style Tutorial

Author of the image: rawpixel / Source: Freepik

Formal presentation

7 **Typography**

- The main text is usually **11-12 points** in size.

- The headings (chapters and sections), the main text and the reference text must be distinguishable from each other. So the size usually varies by **two points.**

Author of the image: rawpixel / Source: Freepik

E.g. body size:
- **Headings:** 14 points
- **General text:** 11-12, general text (body)
- **Notes and footnotes:** 8-9

- **Avoid underlining and bolding**

Written presentation

Drafting

Drafting your academic paper
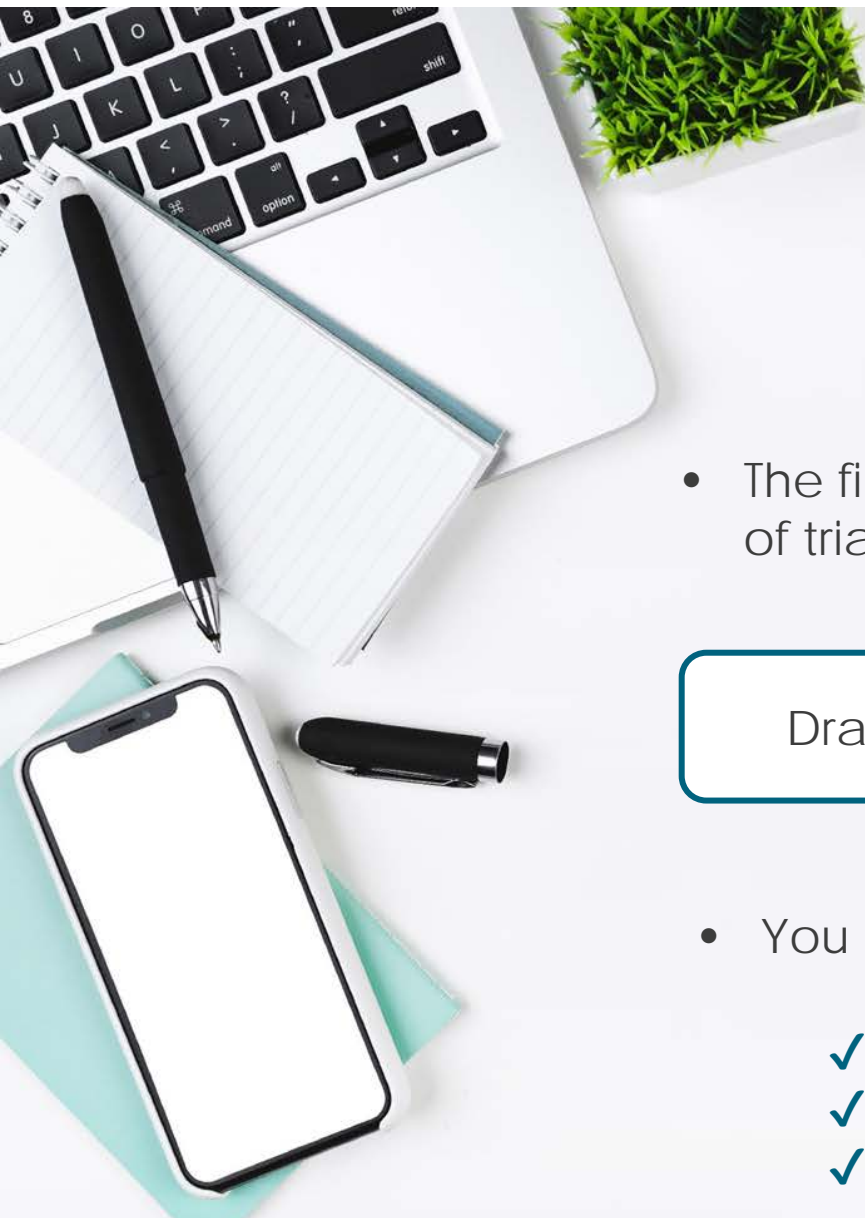
- The **drafting stage** is the one that could give you the most trouble. So before getting started you should give yourself a period of **reflection** in which you'll re-read and revise everything you have collected and written up to that point.

- The final document will be the result of a process of trial and error in which you'll have to:

Draft – revise – correct – re-write – correct...

- You need to express yourself with

✓ **Clarity**
✓ **Precision**
✓ **Correctness**

Clarity

- Use **academic language** in a style that is formal and appropriate to the discipline.

- **Avoid** adopting a **literary tone.**

- The text should be readable: **clear and direct.**

- **Avoid** using **passive and negative forms.**

- Keep up a **neutral**, impersonal discourse, sticking to the same grammatical person all through the text.

Precision

- The vocabulary should be **precise** and **varied.**

- The language should also be **concise**, using the minimum number of words to express ideas.

- **One idea per paragraph**, avoiding both overly long and one-sentence paragraphs.

- The terminology should belong to the **field of study.**

You can use terminology databases and glossaries:
    www.termcat.cat

Correctness

The final revision will always cover the most formal aspects:

- **Spelling** rules.
- **Punctuation: NEVER separate** the subject and the verb with a comma.
- **Syntax:** grammatical agreement between subject and verb.
- **Conventions:** upper and lower case, italics, initials, symbols and abbreviations should be used correctly and consistently.
- **Avoid any sexist use** of language (e.g. he *vs* he/she).
- Use gerunds appropriately.

Spelling correctors can be of help.

REFER TO
www.uab.cat/web/recursos-i-ajuts-1345706971833.html
Coromina, E., Casacuberta, X. and Quintana D. (2000). *El treball de recerca: procés d'elaboració, memòria escrita, exposició oral i recursos*. Vic: Eumo, cap. 4

Examples

4.3.1 Introducció: indicació de les parts en què es divideix la memòria

En primer lloc, s'hi exposa la situació de... En segon lloc, s'hi presenta... Finalment, s'hi indica...

El treball es divideix en X capítols, que tracten, respectivament, de/sobre..., de/sobre... i de/sobre...

La primera part del treball s'ocupa de..., mentre que... en constitueix la segona part. La tercera part conté...

Aquest treball té per objectiu conèixer... A més, s'hi analitza... Amb aquesta finalitat, s'hi estudien...

L'estudi de... comporta dividir-lo en quatre apartats: en el primer, precisem...; el segon apartat fa un retrat de...; en el tercer, examinem... El quart apartat conté una anàlisi de...

En un primer moment, fem una breu descripció dels principals estudis que s'han ocupat de... En un segon moment, proposem una definició del concepte de... Finalment, dediquem l'última part a analitzar...

4.3.2 Cos: presentació de capítols, apartats, idees, informació

El present capítol tracta de/sobre... Aquest apartat s'ocupa / analitza / exposa / explica / constitueix una interpretació de / interpreta / presenta / mostra...

En el seu article, X (un autor -a) constata...

Un document sobre X revela que...

Pel que fa a X, són força convincents les dades de l'enquesta publicada..., perquè posen en relleu...

La major part de la bibliografia que tracta la qüestió, constata...

És important observar que...

El principal avantatge / inconvenient de...

Tot i que constatem un augment creixent de..., continua havent-hi...

X experimenta una regressió deguda, en part, a...

A més, X té un impacte directe sobre XX, tal com podem veure en el capítol dedicat a...

4.3.3 Cos: referència a un punt o aspecte

Hem vist que... / Hem constatat que... / Hem pogut observar que... / Més amunt hem mostrat...

D'acord amb el que s'ha exposat a... / Tenint en compte les observacions precedents...

Pel que fa a aquesta qüestió, ens sembla important fer referència una altra vegada a...

Com ja hem dit anteriorment... / Tal com hem dit més amunt....

En el paràgraf anterior hem constatat...

És necessari subratllar que...

Cal insistir sobre el fet que...

A més del que s'ha indicat en el capítol X, hi ha altres factors que intervenen en...

Recordem breument que...

Ara ja sabem que...; ens resta afegir...

4.3.4 Conclusions: record de la idea principal

La nostra hipòtesi suggeria / plantejava...

Al llarg d'aquest treball, s'ha intentat demostrar...

4.3.5 Conclusions: resum del desenvolupament

Considerem que / Creiem que... / Estem convençuts que... / Opinem que...

L'estudi revela / mostra / explica / dóna compte de / fa veure que...

D'aquest treball es desprèn que...

Efectivament, el present estudi mostra que...

Aquesta recerca ens ha permès de determinar...

Els resultats d'aquest estudi sobre... demostren que...

En termes generals, aquesta anàlisi ens ha permès de constatar que...

4.3.6 Conclusions: presa de posició

Les dades recollides sobre X permeten de preveure una millora / un empitjorament de...

D'acord amb els experts, hauria estat més útil / ràpid / senzill...

Contràriament, això representa un risc de cara a...

Aquest avantatge no ha estat remarcat per...

Conseqüentment, aquest augment / reducció de... permet de...

En última instància, el resultat és que...

En el seu conjunt, considerem positivament els efectes de... en...

Source: Coromina, E., Casacuberta, X. and Quintana D. (2000). *El treball de recerca: procés d'elaboració, memòria escrita, exposició oral i recursos*. Vic: Eumo, pp.81-82

Guías Innovet

Treballar en equip

Acceso: **Guia Treball Equip.** (Solo póster)

Resolució de problemes

Acceso: **Guia Resolució Prob.** (Solo póster)
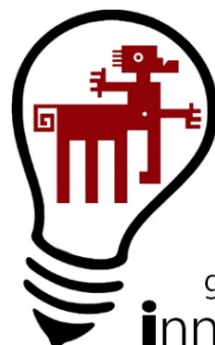
Comunicació escrita i oral

Acceso: **Guia Comunicació esc.or.** (Documento y póster

Cerca i gestió de la informació

Acceso: **Guia Cerca informació.** (Documento y póster

https://ddd.uab.cat/record/125875

UAB Library Service

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