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PhD Course in

Agricultural, Food and Environmental Science

Student's Guide

XL cycle (October 1st 2024 – September 30th 2027)

Dear PhD student,

as you may know, among the important missions of the Di3A is to help students to become highly skilled professionals and produce high-quality scientific research in the fields of Agriculture, Food and Environmental Sciences. As a PhD student you are expected to be fully involved in these two missions. The quality of the research that you will be able to produce will contribute to the quality of research in the whole Di3A. We perfectly understand that starting a research career is not just exciting, but also a challenging experience. Therefore, these guidelines have been prepared to assist you in planning and organising your 3-year work. You will find here the answers to a number of questions that may arise from now on. First and second year's reports and Thesis preparation guidelines are also included in this guide.

The Supervisor

The Supervisor is an academic, expert in the field of your PhD project, who will serve as a guidance and will help you to plan your research and to settle at the University; your supervisor will give you suggestions and will encourage you. Your supervisor is appointed at the PhD starting. However, please keep in mind that you are responsible for your research. The supervisor can also choose (ideally, by the end of the 1st PhD year) one or two co-supervisor(s) at the University of Catania or elsewhere, who will work closely to you and will also be available for your needs.

The supervision committee

The supervision committee is composed by two experts on the field of your doctorate (external to the University of Catania) together with your supervisor(s). The members are proposed by your supervisor and have to be nominated by the Board of Teachers (Collegio dei Docenti), within the first six months of the PhD. You will present all your progress to the supervision committee in a physical or web meeting, at least once per year, but multiple meetings are encouraged. The committee will provide suggestions and comments to your research activities and will positively or negatively advise, producing a written report, the Board of Teachers on your advancement to the following year of doctorate.

The PhD course Board of Teachers and Coordinator

The PhD course is associated (MD N. 226/2021) with the Federal University of Viçosa (Brazil), a top-ranked Brazilian University. The Board of Teacher is composed by several professors from the Department of Agriculture, Food and Environment of the University of Catania, and from the Federal University of Viçosa. A student representative, elected by the PhD students every three years, is also part of the Board. The board of teacher has the role to take decisions about the course development and the students advancements, formally. For this, the board of teachers meets periodically.

The Phd Course Coordinator is nominated by the Department Council and remains in charge for five years. The Coordinator has the role to organize the course, communicate and advise the students and the supervision committee, with the main aim to ensure the student professional, scientific and cultural growth and the achievement of the minimum requirements to obtain the PhD title.

Your schedule for the next three years

First year – from October 1st 2024 to September 30th 2025: Together with your supervisor you have to decide the focus of your Doctorate. You will start studying all the literature on the field. You will write a bibliographic review on the topic of your doctorate. Such text could eventually serve as one chapter of your PhD thesis. You will plan your experiments and prepare a precise schedule, including the period to be spent abroad. In summer/fall 2025, a workshop will be organised together with two partner PhD course (namely from the University of Foggia and the University of Udine) and you will present the focus of your project and your advancements. The workshop will probably have a duration of three or five days. During the first year you will be required to attend most, if not all, the courses organized *ad hoc* for the XL cycle by the Board of Teachers. By August 8th 2025, you are required to submit a report including your bibliographic review, the aims and a detailed workplan to the supervision committee and to the Coordinator of the Doctorate (antonio.biondi@unict.it). The supervision committee can decide if you will present it also on a video-conference. The supervision committee report will be sent to the Board of Teachers who will decide on your admission to the second year.

Second year – from October 1st 2025 to September 30th 2026: During the second year you will develop most of your research following the plan defined in accordance with the supervision committee. Probably part of your research will be carried out abroad (see details below). You will therefore present the whole thesis project during a workshop organised together with PhD students from the Universities of Foggia and Udine. By August 6th 2026, you will present your advancement to the supervision committee and to the coordinator. The supervision committee can decide if you will present it also on a video-conference. A first scientific manuscript from your work will be typically submitted to an international peer reviewed journal (ISI and/or Scopus databases) during the second year.

Third year – from October 1st 2026 to September 30th 2027: You will devote most of this year to the writing up of your thesis. Probably at the beginning of the year you will need some time to finish your experiments and to gather the last results. During the second part of the third year you should have acquired clear ideas on what will be your future post-doctoral (academic or not) activities. You are required to submit your thesis (pdf) to the coordinator by August 6th 2027. Your thesis will be forwarded to two evaluators. You will devote the last two/three weeks of the Doctorate to apply the corrections suggested by the evaluators and to prepare your power point presentation. The PhD thesis is typically carried out within the second and the fourth month following the PhD ending date.

* IMPORTANT: this schedule is set up for students that will start the PhD on October 1st 2024, however, it may happen that students will formally begin later on. This means that the schedule and all deadlines will be postponed to the same amount of days between October 1st 2024 and the formal PhD starting. In the same way, if you need to suspend the Doctorate for a limited period of time, according to the rules of the University of Catania, all the activities and deadlines will shift for the same amount of time.

Training abroad

An experience in an Institution outside Italy is mandatory during your Doctorate. You will experience different ways of approaching research and will learn how to work and solve problems in different environments. Your grant will be increased when you will be abroad, by 50%. For this, some specific administrative steps are needed on each month. Additional funding opportunities may come from other fellowships funded by the University of Catania and/or by the receiving institution. The PhD course is associated with the Federal

Univeristy of Viçosa (Brazil), so you are encouraged to choose such Institution for your experience abroad, and eventually to pursue a double-degree.

A minimum of 180 days (not necessarily in one trip) of research activities abroad is compulsory. Only exception are students that do not have a regular scholarship, for which the training abroad is not compulsory but highly recommended. Please check the requirements of your PhD grant to check whether a longer period abroad is allowed or compulsory.

Language

One of the main pillars of the PhD in Agricultural, Food and Environmental Science is internationalization. The first step toward internationalization is using the official language for Science. For this, English is the official language of the Doctorate and your thesis as well as your scientific papers and communications will be written and presented in English. Therefore, a B2 equivalent English level at the end of your PhD is the minimum expected achievement.

Thesis

As stated above, the thesis will be written in English and the specific guidelines are given below. A template can be downloaded in the web site of the Doctorate (<https://www.di3a.unict.it/dottorati/agricultural-food-and-environmental-science>) and will be sent to all of you by the coordinator. Please check for the most updated version of the template.

Educational activities

A specific educational project has been approved by the Board of Teachers and all students at the first year have to attend and successfully pass the exams of four trans-disciplinary courses (total 60 hours) and three more specialist courses (to be chosen among the six presented in the educational project below) for a total of 30 more hours.

Each student is also required to attend the joint meeting with UniFG and UniUD at least in two different years. Students will have also to attend, and report in the first- and second-year activity reports, at least other eight scientific seminars apart from those directly organised by the PhD course (see more details below).

Minimum requirements to be admitted to the final exam

By July 10th 2026, you will have to produce a report listing the achievement of all requirements.

- At least one of your research papers has to be accepted in high quality international peer reviewed journal and a second paper needs to be submitted, in both cases the journal should be ranked as Q1 or Q2 by the [Journal Citation report](#) of Clarivate. You are required to be the first and/or the corresponding author in at least one of these papers. Only exception are students that have an Innovative PhD grant cofounded by a partner company (PNRR – DM n. 629/2024), for which the accepted and submitted publications are not compulsory, but highly recommended.
- Minimum 180-day period abroad. Students that have no scholarship are not obliged, but a period abroad of at least one month is highly recommended.

- Speaker of at least one talk, or presenting author of at least two posters in international or national scientific meetings. Please note that the Joint PhD workshop is not considered a scientific meeting, but part of your didactic activities.
- Participation to at least two Joint PhD workshops. Students that will be out of Europe during the Joint PhD workshops are justified.
- Attendance to the courses (four transdisciplinary and three specialists) and seminars (eight in total).

If you fail on these requirements but you have an important justification (e.g. health issues, experimental problems, etc.) you might ask to postpone your thesis defence according to the general rules of the University of Catania and/or ask the Board of Teacher to waive one or more requirements.

Additional Certifications

You are encouraged to pursue additional PhD certifications. As per the European University Association ([EUA](#)) you can be eligible of the title of *Doctor Europaeus* or of *International Doctor*. Please check the rules and procedures at the dedicated [University web pages](#). Double-degree titles can also be pursued with partner universities.

Crucial deadlines for your Doctorate

Deadline	Who	What
August 8 th 2025	You	Will have to submit your first-year report to the two external supervisors
Sept 30 st 2025	The board of teachers	Will evaluate the potential to admit you to the second year of the course
August 6 th 2026	You	Will have to submit your second-year report to the two external supervisors
Sept 30 st 2026	The board of teachers	Will evaluate the potential to admit you to the third year of the course
August 6 th 2027	You	Are required to send your thesis (pdf), the PhD report to the coordinator and the potential request for additional certifications
Sept 10 th 2027	The Evaluators	Will report to the coordinator on their evaluation of your thesis
Sept 10 th 2027	You	Will give to the coordinator evidence about your accepted and submitted papers
Sept 17 th 2027	The board of teachers	Will decide on your admission to the final thesis defence
Sept 20 th 2027	You	Are required to submit your online request to participate to the thesis defence (<i>istanza di ammissione all'esame finale</i>)
October 31 st 2027	You	Have to upload your thesis on the online system

Your PhD thesis defence will be carried out within two exams periods: December-January or June-July. Information on your thesis defence date and time will be provided in due time by the Coordinator.

Note

If you have a specific grant (e.g. industrial innovative doctorate, PNRR, PON, etc,...) you may be asked to meet further administrative requirements. Details will be given at the beginning of your programme, by the Coordinator and/or by the scientific responsible of specific projects and/or by the University or Departmental administrative offices.

Your opinion does matter!

The Coordinator, the Board of Teacher, your Student representative and the whole Supervision committee are always happy and available to listen at your needs, opinion and constructive comments on the PhD path. Moreover, according to the recent requirements ([AVA3](#)) by the Italian national agency for evaluation of the university and research system (ANVUR) and by the European Association for Quality Assurance in Higher Education (ENQA) and by the European Quality Assurance Register (EQAR), the University needs to formally [ask your opinion](#) on the course planning, development and monitoring. For this, ad hoc [questionnaires](#) will be given to you in at least two occasions, during the course and once you will get the PhD.

Financial budget

You will be assigned with a financial budget, called 10%. For this, generally by the end of the winter, each student will get the availability of around 2,000.00 € to be used for the research and educational activities (e.g., travels linked with your period abroad and/or to congress participation, experimental consumable material, publication fees, course fees, etc.).

If you are not able to spend the funding within each year, the remaining funds will cumulate within the three years. However, if you do not use the funding by the end of the Doctorate they will go back to the funder. Please be aware that you might have access to other funding sources related to supervisors' funding. The administrative process will have to agree with the rules and procedures of the University of Catania and of the Di3A, and will have to be formally authorized by the Coordinator and by the funding responsible, i.e., the Department head.

When drafting your scientific manuscripts, thesis and annual reports, please do not forget to acknowledge your funding who directly financed your grant (e.g., University of Catania, PNRR project, DM PNRR 630/2024, Regione Siciliana, etc.) and/or your specific research activities.

Important documents

- [Regolamento recante modalità di accreditamento delle sedi e dei corsi di dottorato e criteri per la istituzione dei corsi di dottorato da parte degli enti accreditati](#)
- [Regolamento dell'Università di Catania per gli Studi di Dottorato di Ricerca](#)
- [Codice etico e di comportamento dell'Università di Catania](#)
- [Regolamento per la disciplina delle missioni](#)
- [Linee guida per il rimborso delle spese di missione](#)

First year report

As reported in the student's notes, by June 14th 2024, you are required to submit a report including your **bibliographic review**, the **aims of your Doctorate and a detailed work-plan** to your supervision committee and to the coordinator. Please remember that one or both members of the supervision committee may ask you to report orally in a videoconference. **Please submit the report including annexes in only one pdf file < 10 Mb.**

Contents of the report

- Report cover page and index
- Review on the state of art of a specific topic in line with your Doctorate. Please follow author guidelines for preparing a review article in a scientific journal of your choice; do not forget to clearly indicate the name of the selected journal; please make sure that the journal i should be ranked as Q1 or Q2 by the [Journal Citation report](#) of Clarivate. You will not be obliged to publish your review in that or in any other journal, but it is important you follow the guidelines for authors.
- Formulated hypotheses and/or aims of your doctoral project (300-500 word).
- Experimental risk analysis and Contingency plan. Provide a table for listing the potential specific experimental risks that could be faced during the 2nd and 3rd year of the project, as well as the potential actions that could be implemented to overcome them. Please, see the examples in the Annex 1.
- Detailed work plan for the 2nd and 3rd year. Please, see the example of Gannt chart reported in the Annex 2.

The report should also include a brief description of other activities (if any) directly or indirectly related to the PhD project

- Experimental research and preliminary results achieved during the 1st year of the course (max 800 words and 4 illustrations, i.e., tables or figures).
- Participation to scientific meetings (national and international congresses and workshops); please, provide full citation for each event.
- Attendance to classes among those of the educational project: please, provide a list of the relevant information, such as title of the class, teacher, dates, grade obtained at the exam.
- Attendance to scientific seminars: please, provide a list of the relevant information, such as title of the seminar, speaker(s), date, duration, and an abstract (max 200 words) you will write on the seminar.
- Trainings in national or international universities and/or research institutions; please, provide a brief description of the activities carried out during the training (max 300 words).

- Other scientific or institutional activities, e.g., peer review of scientific articles, given seminars, other institutional activity, such as for example integrative didactic activity (tutoring of master thesis, seminar, laboratory trainings given to students), member of working groups, participation to congress organization and so on. Please be advised that according to the UniCT Doctorate regulation you need to be authorized by the board of teachers for a maximum of 40hrs of integrative didactic activity per academic year.

Second year report

By June 14th 2025, you are required to present your **advancement** to the supervision committee and to the coordinator. **Please submit the report including annexes in only one pdf file < 20 Mb.**

Contents of the report

- Report cover page and index
- Detailed report of the research activities, implemented contingency plan (if necessary) and main results (max 1000 words and 8 illustrations, i.e., tables or figures).
- Updated (if necessary) Gantt chart: it will include any possible variations in the planned activities for the 3rd year.
- At least one scientific manuscript you authored or co-authored on a topic related to your PhD project. Please provide the full manuscript and specify its status on a given date: draft (please, follow author guidelines of a scientific journal and clearly indicate the name of the selected journal), submitted (please, indicate the name of the selected journal), accepted (please, provide the authors, title, journal, acceptance date and Doi if available) or published (please, provide the full citation).
- List of the participation(s) to scientific meetings (national and international congresses and workshops); provide full citation for each event and contribution.
- List of the attendance to seminars and courses; please, provide a list of relevant information.
- Trainings in national or international universities and/or research institutions. Please, provide a brief description of the conducted activities carried out during the training (max length 300 words).
- Other scientific or institutional activities, e.g., peer review of scientific articles, given seminars, other institutional activity such as for example tutoring of master thesis, member of working groups, participation to congress organization and so on.

PhD report – Third year

By June 9th 2026 (same deadline of the thesis), you are required to prepare and send to the Coordinator a brief list of proofs of the requirements to be admitted to the final exam, i.e., see what listed in the section

“Minimum requirements to be admitted to the final exam”. This will be reviewed by the evaluators and the board of teachers.

Annex 1

THIS TABLE IS JUST AN EXAMPLE. PLEASE ADAPT TO YOUR PROJECT

Experimental risks	Contingency plan
Low or no willingness of farmers to provide information on their farming practices. (e.g.).	Increase farmers' collaborations by involving farmer associations. Promote research activity by organizing workshops where stakeholders will be involved. Other options
Unsatisfactory scientific results on the proposed model (e.g.)	From those tasks that are not satisfactory, alternative methodology and/or model will be considered.
Low organism abundance and diversity in the field (e.g.).	Increase the amount and the frequency of the samplings.
Difficulties in obtaining laboratory data in due time (e.g.).	Increase the undergraduate and master thesis to co-supervise in the framework of the PhD thesis.
Rejections of the submitted manuscripts	Involvement of other qualified co-authors.
...	...
...	...

Guidelines for PhD thesis preparation

These guidelines for PhD thesis preparation are divided into two main sections. The first has the objective to explain how to structure the thesis (e.g., language, style, main sections and subsections); the second section provides general rules for thesis formatting. For your convenience, all the formatting settings are applied in the thesis template.

Language

- All contributions should be written in English, either American or British spelling. The spelling should be consistent within the whole manuscript.

Thesis length

- There are no length requirements for the thesis nor for its chapters. However, concise chapters are warranted. Please consider also the option to attach supplementary material(s) as annex(es) of the thesis.

Manuscript structure

Cover page

- Logo and name of the University of Catania (please use the provided word file as template).
- Department name, doctoral program name and cycle.
- Title: very concise and informative. Do not use capital letters for the first letter or each word of the title.
- First the given name, the initial(s) of the middle name(s), then the surname of the student.
- *Advisor and co-advisor(s)*: First the given name, the initial(s) of the middle name(s), then the surname.
- *PhD Course coordinator*: First the given name, the initial(s) of the middle name(s), then the surname.
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Acknowledgements

- This section may refer to any technical, scientific or linguistic help received for the work by colleagues, and/or by professionals and/or by the editor(s), advisor/co-advisor and anonymous referees. More importantly, authors should use this section to acknowledge any funding, citing the funding source, the project title/acronym and grant number (if any). Personal non-academic acknowledgements are also allowed.

Index

- An index indicating all the heading of the main sections and related subsections (until the third level) of the manuscript should be clearly listed together with their page number (please, use the template).

Table index (optional)

- Please provide the full list of table captions.

Figure index (optional)

- Please provide the full list of figure captions.

Research highlights

- Highlights are mandatory and consist of a short collection of bullet points that convey the core findings of the thesis. Please include 4 to 8 bullet points. Each bullet point should be maximum 95 characters, including spaces.

Abstract

- Provide an abstract of 250 to 400 words. The abstract should be self-standing and should bring the conceptual framework and aim of the work, the main results and conclusions. Moreover, it should not contain any undefined abbreviations or unspecified references.

Riassunto

- A version of the abstract in Italian of 250 to 400 words is also mandatory.

Keywords

- Provide 5 to 10 keywords which can be used for indexing purposes. Please, avoid words already present in the title.

Thesis outline (optional)

- Provide one short (5 to 8 lines) paragraph per each thesis chapter for providing very generic information on the chapter aim and on its development (e.g., main collaborations, methodology, mobility abroad, grants received, etc.). Please avoid repeating the same text of the abstracts presented in the following p.

Main body

- Divide your manuscript into clearly divided and numbered main sections and related subsections (see section “General rules for manuscript formatting” letter f). Each heading should appear on its own separate line.
- Subsections should have a brief title and should be numbered hierarchically. Use this numbering also for internal cross-referencing (see section “General rules for manuscript formatting” letter g).
- 1. Introduction. This chapter should include 3 or 4 subsections
 - Preface. Provide a short description of the theoretical framework of the study context.
 - State of the art. Avoid a detailed literature survey or a summary of their results. It can be divided in more subsections and it could include the (mini)review article written during the first year. In the latter case, please (i) include the full citation of the article both in the cases of published, accepted or submitted article (i.e., authors, title, journal, status of the paper on a specific date); (ii) provide the article in the same format of the thesis.
 - Aim of the thesis. Please formulate clear hypothesis(es).
 - Thesis outline (optional). Briefly describe how the thesis manuscript is arranged.
- 2. Experimental activities. The student can follow one of the two options reported below.
 - Option 1. Provide two main sections:

2.1. Material and methods. Please provide sufficient details to allow the work to be reproduced or expanded. Methods already published should be indicated by a reference, only relevant modifications should be described.

2.2. Results. Please, do not repeat all the data presented in the figures and/or tables but mention only the most important ones). Each section can have as many subsections as needed. Tables and figures (if any) should be provided within the text.

- Option 2. Provide as many single and self-standing chapters as needed (chapter 2, chapter 3, ...Chapter n). Each chapter can be a submitted, accepted or published scientific paper, in these cases the specific full citation (i.e., authors, title, journal, status of the paper on a specific date) should be reported in the first page of the chapter. All experimental chapters should therefore report its own sections according to the journal guidelines for authors. However, articles should be in the same format of the thesis (use the template), including the references in the text, and should not report its own reference list.
- 3. General discussions and conclusions. Provide a final chapter that summarizes the results of the whole thesis by connecting the formulated hypothesis(es) with the results and a final paragraph/section with the conclusions. This chapter may be composed by as many sections as needed. The length of this chapter may depend on the option chosen for the previous chapter, i.e., this chapter can be relatively short if option 2 have been chosen.
- Bibliography
 - Please use the software Mendeley, as plugin of Microsoft Word, and the style “American Sociological Association”.
 - Citation in the text. Cite references in the text by using the command ‘Insert citation’. Examples: (Dai et al. 2013) (Zappalà et al. 2013) (Porto and Cascone 2013).
 - Reference list. Provide a unique (i.e. for all chapters) list of references at the end of the thesis (see the template).
 - The list of references should only include works that are cited in the text and that have been published, in press or accepted for publication. Personal communications and unpublished works should only be mentioned in the text and kept to the very minimum.
 - Reference list entries should be alphabetized by the last names of the first author of each journal paper, book, book chapter or website in a single list. List multi-author publications of the same first author in chronological order. When authors cite multiple papers authored by the same first author and published in the same year, the year should be followed by a letter, using a for the first cited paper, b for the second and so on.
 - Journal articles

Dai, P., L. Z. Liu, C. C. Ruan, L. S. Zang, and F. H. Wan. 2013. “Effect of the Primary Host for Production of Both Sexes on the Mating Interaction in an Autoparasitoid Species.” *BioControl* 58(3):331–39.

Porto, S. M. C. and G. Cascone. 2013. “A Building Characterization-Based Method for the Advancement of Knowledge on External Architectural Features of Traditional Rural Buildings.” *Informes de La Construcción* 65(532):481-496.

Tochen, Samantha, Vaughn M. Walton, and Jana C. Lee. 2016. “Impact of Floral Feeding on Adult *Drosophila Suzukii* Survival and Nutrient Status.” *Journal of Pest Science* 89(3):793–802.

Zappalà, L., A. Biondi, A. Alma, I. J. Al-Jboory, J. Arnò, A. Bayram, A. Chailleux, A. El-Arnaouty, D. Gerling, Y. Guenaoui, L. Shaltiel-Harpaz, G. Siscaro, M. Stavrinides, L. Tavella, R. Vercher Aznar, A. Urbaneja, and N. Desneux. 2013. “Natural Enemies of the South American Moth, *Tuta Absoluta*, in Europe, North Africa and Middle East, and Their Potential Use in Pest Control Strategies.” *Journal of Pest Science* 86(4):635–47.
 - Books

Morales-Ramos, J. A., M. G. Rojas, and D. I. Shapiro-Ilan. 2014. *Mass Production of Beneficial Organisms: Invertebrates and Entomopathogens*. USDA-ARS, National Biological Control Laboratory, Stoneville, MS, United States.

- Web-pages:
 - ISTAT (2019). Censimento dell'agricoltura 2010, Consistenza degli allevamenti. <http://dati-censimentoagricoltura.istat.it/Index.aspx?lang=it> [accessed on 08 May 2019]
 - IPCC (2019). Greenhouse Gas Protocol, Calculation Tools. <https://ghgprotocol.org/calculation-tools> [accessed on 09 May 2019]

Annexes

- Mandatory annexes
 - 1. List of papers and abstracts published on Journals, Books, Meeting proceedings
 - 2. List of stays in national or international universities and/or research institutions. Please, provide a brief description of the conducted activities carried out during each stay.
 - 3. Attendance to congresses, workshops, seminars and courses.
- Optional annexes
 - Supplementary material. Please provide a number (e.g., SF1.1, SF2.1 for supplementary figure referring to chapter 1 and 2, respectively. ST1.1, ST2.1... for supplementary table referring to chapter 1 and 2, respectively) full caption per each item. Make sure to cite in the main text all supplementary material.
 - Supplementary electronic material. Please provide the link to a website or online database where the material can be accessed and/or downloaded. Provide a number (e.g., SV1.1, SV2.1 for supplementary video referring to chapter 1 and 2, respectively. SXLS1.1, SXLS 2.1... for supplementary excel file referring to chapter 1 and 2, respectively) full caption per each item. Make sure to cite in the main text all supplementary electronic material.

General rules for manuscript formatting

- a) Acceptable files: file should be prepared with any text editing software, but at the moment of the submission check the requirements UniCT online system.
- b) Page size should be A5, margins should be 2.0 cm the superior, the left and right, and 1.5 cm the bottom.
- c) 'Times-New-Roman' types and size 11 pt should be used throughout all parts of the typescript.
- d) Page numbering should start from 1 and beginning in the introduction page (please, see the template).
- e) Lines spaced by 1.15 and the text should be justified on both margins.
- f) The manuscript should be subdivided in sections, one for each main section of the thesis (see thesis template). Each main section could be subdivided in related subsections. Use section break to start new section. Use page break to start new page. Please, avoid space bar to intend paragraphs and enter key to subdivide paragraph. Indentation and space lines should be modified by using the Microsoft Word styles (see thesis template).
- g) The titles of each main section and the related subsections should be formatted according to the manuscript template. This will help you to navigate manuscript during the editing as well as to:
 - number each main section and related subsections, automatically
 - compile the index of the thesis (arranged in main section and related subsections), automatically;
- h) The title of each main section should be repeated in the page header (in word processing, a page header, or simply header, is text that is separated from the body text and appears at the top of a printed page) (see thesis template).
- i) Use the Equation Editor or MathType for equations (see thesis template).
- j) Please, install Mendley software and activate the plugin for Microsoft Word. This app will automatically compile the list of references while you are citing authors during the manuscript writing. Use in Mendely the style "American Sociological Association" (ASA). See below for more details.
- k) Captions should be numbered with Arabic numbers, continuously throughout each chapter of the manuscript. E.g., the figures of chapter 1 should be named as 1.1, 1.2, 1.3. etc.; while those of the second as 2.1, 2.2., and so on. Caption labels (i.e., Figure, Table, Equation, Graph or others you will use) should be added and numbered

automatically in the manuscript by using the command “Caption (*didascalia*)”. You have to add new labels of captions in order to cite them in the main text as Figure, Table. (see thesis template). This will help you to obtain figure and table index to be provided in the manuscript, automatically. Furthermore, all captions should be cited at least once in the manuscript by using the command “Cross-reference (*Riferimenti incrociati*)”. This will assist you in updating the number of captions cited in the text when a Figure, a Table, an Equation or a Graph with the related caption is removed from the body of the manuscript.

All tables and figures should have its own concise title (in bold). Moreover, a main figure could be divided in several subfigures that need to be named with capital letters, likewise, to be cited in the caption.

- l) Genus and species names must be set in ‘italics’. Spell out the genus name and the first mentioning in the main text and when at the sentence beginning.