



## Annex: Format document: Final Degree Project / Final Master Project

These recommendations on the presentation of documents associated with the final degree or master's degree project are based on the UNE 157001: 2002 standard General criteria for the preparation of projects.

These documents describe the process and results of the work or research carried out on the occasion of the Final Degree Project or Master's Degree. It must present sufficient information so that a qualified reader can judge, evaluate and, if necessary, propose modifications to the conclusions or recommendations.

### 1. **Presentation**

Electronic deposit must be made. The deposit on paper, cd and pen drive are eliminated.

Therefore, the entire project must be uploaded through the application of proposals:

[https://intranet.epseb.upc.edu/index.php?option=com\\_content&task=view&id=1204&Itemid=671](https://intranet.epseb.upc.edu/index.php?option=com_content&task=view&id=1204&Itemid=671)

and within the "final memory" section, taking into account that it only admits a single file in PDF format with a maximum weight of 200 MB. Likewise, if you have annexes (plans, other complementary information, etc.) that you consider that the court should evaluate, you must join them in the PDF file of the "final report". Keep in mind that they cannot be attached later or apart from this file. Here you will find a brief guide to join several documents, you can use and download the program [PDF / PDFCreator](#) <https://download.pdfforge.org/download/pdfcreator/PDFCreator-stable>



Your director or project director will validate the memory file and prepare the final report.

#### **1.1 The language**

The documentation will be drawn up freely in Catalan or Spanish. The work may also be presented in its entirety in English, in this case, it must be stated at the time of making the proposal by marking the corresponding box with a cross.

#### **1.2. The format**

It is advisable not to abuse different fonts and to use a consistent type code throughout the work. The format must be such that pages are obtained with a reasonable information density, for example: the letter of the body of the text type Arial of 11 points or Times New Roman type of 12 points, the inner margin of 30 and the outer margin of 20 mm; the top and bottom margins 25mm and 1.5 spacing or single spacing (constant value) between lines.

Nor should we abuse colors and other presentation effects that are difficult to justify if it is not, for example, to highlight an important point.



## 2. Project structure

The final degree or master thesis is structured in three types of documents:

- Memory
- Annexes
- Blueprints

### 2.1 Memory

The memory's main parts are:

Part	Denomination	Type	Format	
			DinA-4	DinA-3
Introduction	Front cover	Compulsory	Depending on model	Depending on model
	Summary	Compulsory	1 sheet max	1 sheet max
	Index	Compulsory		1 sheet max
	Sign glossary, abreviaturas, símbolos, etc./ Prefacio.	Optional Optional		
Body	Introduction	Compulsory	1 sheet max	1 sheet max
	Core with figures, tables and formulas	Compulsory	50 sheets max	25 sheets max
	Conclusions, recommendations.	Compulsory		
	Bibliography	Compulsory	1 sheet max	1 sheet max
	Thankings	Optional	Depending on model	Depending on model
	Rear cover	Compulsory	1 sheet max	1 sheet max
Plans <sup>(1)</sup>		Compulsory		
		Optional		

(<sup>1</sup>) The inclusion of plans will only be those that are necessary for the evaluation of the work and with a recommended limit of 25.

### 2.2 Summary

With a length of one page, it must contain as much information as the nature of the document allows, so that potential readers can decide if they are interested in reading the entire document. You must define the objective, the methods, the results and the conclusions presented in the body of the document, in this order or initially highlighting the results and conclusions. In addition, it must be a complete text so that it is intelligible without the need to refer to memory. It should also contain basic information and the character of the original document. The abstract will be page 1 of the document.

### 2.3 Index

It must include the titles of the main subdivisions of the report together with the number of pages on which they appear. The titles of the annexes and their main subdivisions will also appear, if necessary. If there are illustrations and tables, specific summaries can be included for both.



## **2.4 Glossary**

When a document contains signs, symbols, abbreviations, acronyms or terms that may not be easily and quickly understood by potential readers, they should be defined in one or more lists. The existence of these lists does not justify the omission of an explanation of these items when they first appear in the text.

## **2.5 Preface**

A preface can be considered as a presentation note to define the study object of work, highlight a particular aspect, show its relationship with related works or treat the historical circumstances that have motivated the work.

## **2.6 The introduction**

The introduction must briefly establish the scope and objectives of the work that are described in the document, its relationship with other works and the methodology used. You must not repeat or paraphrase the summary, or give details of the theory, experimentation, method, or results, or anticipate conclusions or recommendations. You can include the information in the preface if the preface is not presented separately.

## **2.7 Memory core**

The core of the document must be divided into homogeneous numbered chapters. The information given in the core of the document must be concise as well as complete. The descriptions of the theory, the methods and the results must be sufficient for a specialist in the field to reproduce the stages of the work without special difficulty. If mathematical proofs or full details of experimental procedures are required, they should be presented in the annexes. All illustrations, tables and formulas essential for understanding the text must be included in the core of the document.

## **2.8 Conclusions, recommendations**

The conclusions must be a clear and orderly reflection of the deductions made as a result of the work described throughout the core of the document. Quantitative data can be included, but details of any argument or result should not be given. Recommendations are concise manifestations of some future action that may seem necessary, as a direct result of the conclusions or some experience made in the course of the work. This chapter is not part of the core of the document and does not need to have chapter numbering.

## **2.9 Acknowledgments**

Acknowledgments can be included for help in carrying out the work and preparing the document. It is not usual to welcome contributions such as a routine check, a little help or a general recommendation. The recognition of other jobs used must be done as a reference.



## 2.10 Bibliography

At the end of the body of the document, a list of all sources on which the document is based should be included, and this list should be referenced at appropriate places within the text. Optionally, the supplementary documentation that is not cited in the text, but that is considered to be of interest to the reader of the work, should be included as an independent bibliographic list in a section (complementary bibliography) of this same chapter. (see point 4.3)

## 3. Annexes

The annexes necessary to complete the work can accompany the memory, provided that they have been prepared by the student, such as the specifications, calculations, experimental results, computer processing, feasibility analysis, manuals, environmental impact study, budget, etc.

Annexes are used to present material that:

- a) It is necessary to complete the text, but if it is inserted in the body of the document, it can alter the logical and orderly presentation of the work.
- b) It cannot be properly placed in the body of memory because of its volume or nature
- c) It can be omitted for the ordinary reader, but it can be very valid due to the specialty of the subject.

## 4. Numeration

### 4.1 Numbering of chapters and annexes

The core of the document is divided into numbered chapters which in turn are divided into numbered sections and subsections. No further subdivisions are recommended, except for numbering list components.

### 4.2 Page numbering

The position of the page number is found, as indicated in section 1, in the header, on the outer margin of the page.

The pages must be identified with Arabic numbers consecutively throughout the document, starting with its summary, which must be page 1 located on the front of the page. The reverse of the same is usually left blank to start the index on the front of the next sheet, page 3. Similarly, it is common to start the chapters and annexes on the front of a sheet, leaving blank, if necessary, One page.

### 4.3 Bibliography and references

The bibliographic reference system must be according to a format that corresponds to that normally used in specialized journals on the subject of the TFG / TFM. In any case, all references must be cited in the text and only those cited should appear. If it is considered necessary, a supplementary bibliography not cited in the text can be given, in a section other than the references. In general, the options that we present as an example below are recommended:



### OPTION 1: References

It is noted that double parentheses are not allowed, and that when there are more than three authors, the first is cited followed by "et al". If the same author is cited in different contributions, of the same year, these are distinguished by putting, for example, (1995 a), (1995 b), (1995 c). References are specified in alphabetical order of the first author.

Serra, G. (2004), *Análisis de la función de riesgo en les fachadas de l'Eixample de Barcelona*. Trabajo Final de Carrera EPSEB-UPC, 2004.

Currey, C.D. (1995), *The law for adaptive bone remodelling. Bone Structure and Remodeling*, editors A. Odgaard, H. Weinans, p. 9-14 World Scientific, Singapore.

Ogden, R.W. (1984), *Non-linear Elastic Deformations*. Dover Publications, London.

Smith, S., Willam, K.J., Gerstle, K.H. and Sture, S. (1989), *Concrete over the top, or: Is there life after the peak?* ACI Materials Journal, 86, 5, 491-497.

In the example, it should be noted that the italic letters correspond to the title or magazine depending on whether it is a book or monograph, or a magazine article. Furthermore, the year of publication is immediately after the authors. The volume of the journal is indicated in bold or by placing the abbreviation "Vol."

### OPTION 2: References

An alternative to this system is to number consecutively between claudators [1], [2], etc. According to the order of citation in the text. In its section, the bibliographic references will be given in the same order of numbering. The previous example translated to this system would be:

This topic was covered in article [1]. Likewise, their results have been repeatedly discussed [2] [3] [4]. The model used by Currey [3] is non-linear.

[1] Ogden, R.W. *Non-linear Elastic Deformations*. Dover Publications, 1984.

[2] Serra, G. *Análisis de la función de riesgo en les fachadas de l'Eixample de Barcelona*. Trabajo Final de Carrera EPSEB-UPC, 2004.

[3] Currey, C.D. *The law for adaptive bone remodelling. Bone Structure and Remodeling*, editors A. Odgaard, H. Weinans, p. 9-14 World Scientific (Singapore), 1995.

[4] Smith, S., Willam, K.J., Gerstle, K.H. i Sture, S. *Concrete over the top, or: Is there life after the peak?* ACI Materials Journal, Vol. 86, No. 5, 491-497, 1989.



## **5. Figures, photographs and tables**

### **5.1 Figures**

The names of figures or illustrations include graphic representations (drawing curves, block diagrams, diagrams, etc.), line and artistic drawings and photographs. Figures have a very important role in the field of science and technology in the expression of ideas, in the formulation of problems and in the presentation of results. A properly done figure can go a long way to clarify the text. Therefore, rigorous standardization is necessary to ensure that each figure is as simple and clear as possible.

In figures not made by the author, possible copyrights must be taken into account and in any case their origin will be cited.

Each figure must be accompanied by a caption that can include a brief descriptive legend and which must be placed after the figure. As much as possible, the legend and any element added to the figure must make it intelligible without having to resort to the text.

Each figure must be numbered consecutively per chapter (or annex). Each figure must be numbered consecutively by chapter (or annex). Its number consists of the chapter number (or the letter of the annex), followed by a period and the serial number of the figure in the chapter (or in the annex).

Example:

[...] as shown in Figure 4.3 [...]

Figures must appear in the text immediately after being cited for the first time and, if possible, on the same page. They should not be included in the body of the report if they are not cited in the text, in any case they should be placed in an annex as supplementary material. If there are a large number of figures, they can be grouped at the end of the corresponding chapter or at the end of the body of the report. In this case, the page number must be indicated each time it is referenced.

### **5.2 Images**

The reproduction of documents is not usually done in photographic quality, therefore, attention must be paid to the resolution of the originals used. Characteristics of interest must be indicated by means of labels or letters with arrows and care must be taken that they stand out from the background and do not interfere with the useful information of the photograph. It may be convenient to manipulate the photo to highlight points of interest.

### **5.3 Tables**

Each table must be accompanied by a footer that must describe the content and that must be placed after or in front of the table, but always in the same order throughout the document. Each table must be numbered consecutively by chapter (or annex). Its number consists of the chapter number (or the letter of the annex) followed by a period and the order number of the table in the chapter (or in the annex).