

## LAY-OUT OF THE MASTER'S DISSERTATION FACULTY OF ENGINEERING AND ARCHITECTURE

### SUBMITTING THE MASTER'S DISSERTATION

The master's dissertation has to be submitted electronically in PDF format. The PDF document is uploaded in Plato.

At the supervisor's request, and it is up to the students to check this, the master's dissertation can also be submitted in hard copy as a reading version, in as many copies as there are members of the assessment committee (with a maximum of three hard copies). The hard copies are submitted by the student in accordance with the principles of sustainability (e.g. printed on two sides of the page, alternatively on recycled paper, whether bound or not, as agreed with the supervisor).

### ACADEMIC WRITING AND COUNSELLING

Ghent University students' website provides information on academic writing and counselling. Each student can take up the course 'Academisch schrijven in een notendop' (Dutch) in Ufora, with a learning path, the 'UGent-schrijfwijzer'<sup>1</sup>, workshops or individual counselling.

### PARTS OF THE MASTER'S DISSERTATION

The master's dissertation consists of the following parts:

1. Title page (through Plato)
2. Statement of confidentiality (only if applicable)
3. Preface/foreword (acknowledgements) with permission for use on loan
4. Remark on the master's dissertation and the oral presentation
5. Abstract and possibly key words
6. Extended abstract
7. Contents
8. List of graphs/tables (optional)
9. List of abbreviations and symbols
10. Text: Chapter 1, Chapter 2, etc.
11. Sustainability reflection (only applicable for engineering technology programmes)

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<sup>1</sup> <https://ufora.ugent.be/d2l/le/content/198155/viewContent/713799/View>

12. References
13. Annexes, e.g. diagrams, flow charts, supplementary graphs and tables, ... (optional, possibly a separate volume)

If the master's dissertation is handed in as a hard copy (reading version), a cover is added (i.e. the title page through Plato), followed by one blank page. The annexes are followed by one blank page and the cover.

## GENERAL INSTRUCTIONS

- All submitted copies are identical.
- Format: DIN A 4 (297 mm x 210 mm).
- Line spacing should ensure an easily legible text, for instance with line spacing 16 pt.
- The electronic version has a blank margin of approximately 2.5 cm at the top, at the bottom, and for the left and right margins of all pages.
- If the supervisor requests a printed reading copy, the dissertation should be printed recto-verso in order to save paper.
- In that case all the recto pages should have a blank left margin (before binding) of approx. 4 cm, a right-hand margin of approx. 1 cm and an upper and lower margin of about 2.5 cm. For the verso side a blank left-hand margin is used of about 1 cm and a blank right-hand margin of 4 cm (reverse values of the recto side).
- All pages need to be clearly numbered.
- **Important remark about the book volume:** Since the ability to analyse is an assessment criterion that can influence the score, the master's dissertation should not be overly long. In general, the reader will benefit more from a text that is rather succinct but addresses the essentials. It is usually not necessary to produce more than 100 pages and therefore it is recommended to stay below this number.

## INSTRUCTION FOR THE VARIOUS COMPONENTS

### **1. Title page (and cover, only for hard copy)**

The title page is generated in Plato on the basis of the chosen language of the master's dissertation (see example at the end of this document). The cover (if the master's dissertation is handed in in hard copy) has the same information as the title page.

If the master's dissertation contains information of a confidential nature, the following text is automatically generated in Plato on the cover/title page (at the top), taking into account the embargo date registered in Plato.

For a Dutch-language master's dissertation:

Vertrouwelijk tot en met dd/mm/20yy  
Niet kopiëren, verdelen of publiek bekend maken

For an English-language master's dissertation:

Confidential up to and including dd/mm/20yy  
Do not copy, distribute or make public in any way

## 2. Statement of confidentiality (only if applicable)

If the master's dissertation contains information of a confidential nature, the following text is added with respect to confidentiality –in addition to the automatic statement on the cover and the title page:

For a Dutch-language master's dissertation:

Vertrouwelijk tot en met dd/mm/20yy  
Belangrijk

Deze masterproef bevat vertrouwelijke informatie en/of vertrouwelijke onderzoeksresultaten die toebehoren aan de Universiteit Gent of aan derden. Deze masterproef of enig onderdeel ervan mag op geen enkele wijze publiek gemaakt worden zonder de uitdrukkelijke schriftelijke voorafgaande toestemming vanwege de Universiteit Gent. Zo mag de masterproef onder geen voorwaarde door derden worden ingekeken of aan derden worden meegedeeld. Het is verboden om de masterproef te kopiëren of op eender welke manier te dupliceren. Indien de vertrouwelijke aard van de masterproef niet wordt gerespecteerd, kan dit onherstelbare schade veroorzaken aan de Universiteit Gent. Bovenstaande bepalingen zijn van kracht tot en met de embargodatum.

For an English-language master's dissertation:

Confidential up to and including dd/mm/20yy  
Important

This master's dissertation contains confidential information and/or confidential research results proprietary to Ghent University or third parties. It is strictly forbidden to publish, cite or make public in any way this master's dissertation or any part thereof without the express written permission of Ghent University. Under no circumstance may this master's dissertation be communicated to or put at the disposal of third parties. Photocopying or duplicating it in any other way is strictly prohibited. Disregarding the confidential nature of this master's dissertation may cause irremediable damage to Ghent University. The stipulations mentioned above are in force until the embargo date.

## 3. Preface/acknowledgements and permission of use on loan

If a person/persons other than the supervisor of the master's dissertation have been or are active as daily counsellor(s) or are active of have been acting in an important supervisory role, they are explicitly mentioned in the acknowledgements.

The following statement of permission for use on loan is included in each master's dissertation, even when the latter contains confidential information. In such a case, the embargo date will determine when the dissertation is made public.

Dutch: *"De auteur(s) geeft (geven) de toelating om deze masterproef voor consultatie beschikbaar te stellen en delen van de masterproef te kopiëren voor persoonlijk gebruik.*

*Elk ander gebruik valt onder de bepalingen van het auteursrecht, in het bijzonder met betrekking tot de verplichting de bron uitdrukkelijk te vermelden bij het aanhalen van resultaten uit deze masterproef."*

English: *"The author(s) gives (give) permission to make this master dissertation available for consultation and to copy parts of this master dissertation for personal use.*

*In all cases of other use, the copyright terms have to be respected, in particular with regard to the obligation to state explicitly the source when quoting results from this master dissertation."*

*(gevolgd door datum) / (followed by the date)*

#### **4. Remark on the master's dissertation and the oral presentation**

All master's dissertations should include the following statement:

Dutch: *"Deze masterproef vormt een onderdeel van een examen. Eventuele opmerkingen die door de beoordelingscommissie tijdens de mondelinge uiteenzetting van de masterproef werden geformuleerd, werden niet verwerkt in deze tekst."*

English: *"This master's dissertation is part of an exam. Any comments formulated by the assessment committee during the oral presentation of the master's dissertation are not included in this text."*

#### **5. Abstract (with keywords)**

The abstract is maximum one page and contains at least the following:

- The information from the title page (in a format of one's own);
- A brief description of the dissertation (fifteen to twenty lines);
- Possibly three to five well-chosen keywords that describe the topic best.

#### **6. Extended abstract**

The extended abstract has a standard length of minimum 2 and maximum 6 pages.

Guidelines relating to the format, appearance, the structure and other similar aspects of the master's dissertation are available in a document on the FEA website.

Language of the extended abstract:

- A Dutch master's dissertation is always accompanied by an English extended abstract.
- An English extended abstract, as well as a Dutch translation of the English extended abstract, is always added to the English master's dissertation in a Dutch study programme.
- An English extended abstract is always added to an English master's dissertation in an English study programme.

## **7. Table of contents**

The table of contents lists the titles and the starting pages of the chapters, annexes, bibliography, list of references, etc ... , and the most important subdivisions.

## **8. Charts and/or tables (optional)**

Charts and tables are either inserted in the text itself or are grouped in an annex. Plans are folded to DIN A4 size and attached to the dissertation. If they are too voluminous they can be grouped in a separate volume in the same format. The separate volumes then carry on their cover and title pages the indication Volume I, Volume II. It is not recommended to provide more than 2 volumes.

Each chart or table is given a number that can be used in the text to refer to it in an unambiguous way. A short subtitle for the chart or table is strongly recommended.

## **9. Abbreviation and/or symbols**

Uncommon or specific abbreviations or symbols are included in a list of abbreviations and symbols. This list is optional and is only added if necessary.

## **10. Numbering**

The chapters are numbered using Arabic numerals. If the dissertation starts with an introduction, this is considered to be chapter 1.

The chapters get a short title.

A summary of the results is provided in the last, possibly very short chapter.

The numbering of the pages starts with page 1 on the first page of chapter 1 and continues until just before the blank page at the end of the dissertation. Optionally, the pages between the title page and chapter 1 can be numbered using Roman numerals, but this is not obligatory.

## **11. Sustainability reflection (only for engineering technology programmes)**

All master's dissertations in the engineering technology programmes have to have a sustainability reflection, of two to three pages. The sustainability reflection is preferably regarded as a separate chapter, but can also be included as part of the conclusion.

## **12. Bibliographical references**

If ideas, words, sentences or charts are taken from someone else's work and used or paraphrased in the master's dissertation, it is obliged by law to mention the original author: in the text itself, immediately after the passage concerned, and in the reference list at the back of the master's dissertation.

Correct and complete references are extremely important and this should be taken into account at the start of the implementation of the dissertation work. In doing so it can be avoided that extra time and research is needed in order to complete the references when finishing the dissertation<sup>2</sup>.

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<sup>2</sup>References in Google Scholar are sometimes incomplete and/or might not meet the guidelines in this document. References for publications via Google Scholar hold an automatic reference quotation to the article (through the

As there are several styles for references (currently used are APA and IEEE), each student is advised to enquire with his/her supervisor which style is usual within the own discipline. Online applications are often used such as My EndNote Web, LaTeX of BibTeX. Students should choose a uniform style of reference.

Example of the commonly used style of reference, APA:

**In the text:**

After the passage concerned, with between brackets the author, a comma and the year of publication.

Examples: (Declerck, 2010)  
(Declerck & Verbist, 2011)  
(Declerck, Verbist & Janssens, 2018) or (Declerck et al., 2018)

When the name of the author(s) is included in a sentence, only the year of publication is put between parentheses.

Examples:  
Davies (2010) has shown that ...  
It was demonstrated by Davies & Verbist (2011) that ...  
Davies et al. (2018) have proven that ...

In the alphabetic list of references at the back:

- If it concerns an article (with several authors) in a journal:  
Toole, V. & Parker, C. (2009). Factors influencing Steel Structures. Building Principles, 22, nr. 6, pp. 454-478.
- If it concerns a book:  
Bett, J. (1999, second edition). Halbleiterschaltungen. Berlin: Albertus.
- If it concerns a website:  
Ritz, K. (2012). Seismic Shear Force Magnification. Bulletin of Earthquake Engineering, 10, nr. 2, pp. 123-132. Consulted on 3 April 2014 via <http://www.springerlink.com/content/sg153453fdkfds45/>

Ordering the list of references can be done

- either in chronological order (the order as used in the text);
- or in alphabetical order by name of author.

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double quotation marks) and may be copied to the list of references in the master's dissertation. However, these references (e.g. in APA style) should be checked and may need to be adjusted.

### **13. Annexes**

Extensive calculations that do not contain important intermediary results in themselves are preferably brought together in annexes.

The annexes are numbered using capital letters: Annex A, B, C, ...

In the main text of the master's dissertation the final results of the calculations of the annexes are referred to and discussed. It goes without saying that all annexes are properly referred to.

## Master's dissertation title

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Counsellors: Dr. ir. Nys

Master's dissertation submitted in order to obtain the academic degree of  
Master of Science in (name master's programme)

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