
Guidelines for writing a Bachelor's dissertation of 3 ECTS and 6 ECTS¹

1. General remarks

1.1. Purpose

The Bachelor's dissertation is a personal essay that demonstrates the student's ability to use methodological tools to analyse a given problem and offer original ideas.

1.2. Supervisor

During the research and writing of the Bachelor's dissertation, the student will be guided by a Supervisor who is a lecturer on one of the courses offered in the Bachelor's programme.

1.3. Subject

The subject of the Bachelor's dissertation is decided by the student in agreement with the Supervisor.

The preparation and writing of the Bachelor's dissertation require a level of commitment corresponding to the number of credits specified in the degree programme.

1.4. Evaluation

Following submission, the Supervisor will grade the dissertation on a scale of 1 to 10, including half points, with 6 being a pass.

This evaluation is included in the calculation of the average for the awarding of the Bachelor's degree, weighted by the credits assigned in the study plan.

The Supervisor must notify the Academic Studies Administration of the grade assigned to the Bachelor's dissertation. The appropriate form can be obtained from the aforesaid office.

The candidate who have obtained an insufficient grade for Bachelor's dissertation is allowed to submit a new dissertation on a different topic. If the candidate fails for a second time, he/she will be excluded from the Faculty (art. 12, para. 2 of the Study Regulations).

¹ Students enrolled from the 2024/25 academic year onwards and subject to the new Bachelor's degree programme ("Italian" course and "English" course) will be awarded 6 ECTS credits for their Bachelor's dissertation. Students enrolled before the 2024/25 academic year and subject to the previous degree programme may be awarded 3 or 6 ECTS credits for their the Bachelor's dissertation depending on the format (see point 2).

2. Form and content of the Bachelor's dissertation

2.1. Format

The Faculty recommends the following for a Bachelor's dissertation:

- **analytical** or **quantitative** dissertation of 3 ECTS: 15-20 pages;
- a **review** or **summary** of 3 ECTS: 30-40 pages;
- analytical or quantitative dissertation of 6 ECTS: 20-30 pages;
- a **review** or **summary** of 6 ECTS: 40-50 pages.

Any attached documentation (tables, graphs, appendices, etc.) is obviously excluded from the page count.

The page format must use 1.5 line spacing.

2.2. Structure of the Bachelor's dissertation

2.2.1. Contents

The table of contents lists the structure and contents of the dissertation in order: parts, chapters and sections numbered consecutively. The parts are numbered with Roman numerals (I, II, III, ...), the chapters with Arabic numerals (1, 2, 3, ...) and the sections as follows: 1.1, 1.2, 1.3, ... The same applies to any sub-sections or paragraphs (1.1.1, 1.1.2, 1.1.2.3, ...).

2.2.2. Index of graphs and/or tables

Graphs and tables must each have an individual title and indication of the source, and must be numbered consecutively.

2.2.3. Other information

The preliminary section may also include, in order: a dedication, a preface, a list of abbreviations or acronyms used in the text, and any acknowledgements (see *Acknowledgements*).

2.2.4. Introduction

This chapter should include, according to established practice, three sections:

- Objectives of the Bachelor's dissertation;
- Methodology adopted;
- Plan for the Bachelor's dissertation (i.e. the content or topics covered in the various chapters).

2.2.5. Conclusions

The concluding chapter should include three sections, as per standard practice:

- Results obtained in the Bachelor's dissertation;
- Re-assessment of the methodology used;
- Possible developments of the research.

2.3. Style sheet

Students **must comply** with basic rules on lay-out, bibliography and bibliographic references. A style sheet is provided at the end of this document (Annex 1).

3. Notification and submission procedure

3.1. Methods for submitting the first version of the Bachelor's dissertation

The candidate may submit the first version of the Bachelor's dissertation to the Supervisor upon agreement with the latter.

4. Additional remarks

4.1. Confidential information

Any confidential information contained in the Bachelor's dissertation must be reported by the student.

5. Misconduct

5.1. Plagiarism

Students who submit written work that is not their own or who pass off the results of third-party work or research as their own are guilty of plagiarism. Any part of the text taken from another source must be accompanied by a precise citation of that source, in accordance with the guidelines set out in the Style Sheet. Plagiarism, and in particular the so-called "copy-and-paste" technique, will result in the application of the penalties provided for in the Faculty's Study Regulations.

5.2. Assessment and detection

The Faculty has acquired software to prevent plagiarism in students' written work. Any written assignment and therefore Bachelor's dissertations will be checked using this programme.

5.3. Declaration of academic honesty

The student must complete and sign the "Declaration of Academic Honesty" (Annex 2), send it to the Supervisor (possibly through the assistant) and upload it to ICorsi at the link: <https://www.icorsi.ch/course/view.php?id=13399>.

Annex 1

Style sheet for writing a Bachelor's dissertation

The following notes provide a concise and non-exhaustive guide to writing or compiling bibliographies and bibliographic references in the Bachelor's dissertation.

Publishers and scientific journals all have their own 'house style' for presenting a bibliography. The style proposed here is the summary of some of the most widely used practices, and has, we believe, the merit of simplicity.

Whether this style or variations of it are adopted, the principle of consistency must in any case be respected: mixing styles within a bibliographic list is not recommended.

1. General lay-out

- Page lay-out. The author may, within reasonable limits, choose the font he/she prefers. The most commonly used fonts are: Times New Roman, Garamond, Helvetica, Bookman Old Style and Arial.
- Recommended font size: 12 pt; Line spacing: 1.5, leaving a decent margin on both sides.
- Each new chapter must start on a new page.
- The order of the various parts of the Bachelor's dissertation is as follows:
 - Contents
 - Dedication - *not obligatory*
 - Acknowledgements - *not obligatory*
 - List of abbreviations - *if applicable*
 - List of Figures and Tables
 - Preface - *if applicable* (separate from the Introduction, more personal in tone)
 - Introduction
 - Chapter 1
 - Chapter 2, etc.,
 - Conclusions
 - Bibliography

2. References within the text

- Any citation or reference to an author or work within the text must be indicated immediately, in the text itself, by the author's surname followed by (date) in brackets.

Example:

'The problem of efficient instrumentation, in a more general framework (when the regressors are partially correlated with the individual random effect), has been addressed by Arellano and Bover (1995).'

- If an author or editor has published more than one article or volume in the same year, a distinction must be made between them by adding the letters a / b / c, etc. consecutively to the date.

Example:

'Other GLS instrumental variable estimators have appeared in the literature: see, for instance, Sevestre and Trognon (1966b, p. 134),but etc.'

- If there is more than one reference to the same author, indicate all the relevant years of publication.

Example:

Keynes (1929, 1930)

- **Footnotes** should be used sparingly: avoid using them to indicate a source or bibliographic data. The purpose (or *raison d'être*) of a footnote should be to provide additional or background information which, although important and interesting, would disrupt the continuity of the argument or presentation.

3. Bibliographic sources

- The **precise and full details** of the source of each paper, article, report, or author cited must be provided in the Bibliography.
- The Bibliography will contain works in print as well as electronic publications (Internet). For clarity, it is recommended that you divide this section into two different parts. Detailed instructions on how to refer to electronic publications may be found in the *Guide to Citing References* mentioned in point 4.6 below ("Additional remarks").

All references cited must:

- a. be listed in alphabetical order by author, then in chronological order by year of publication;
- b. faithfully reproduce the information appearing on the published book's title page (not the book cover);
- c. use only two type-face styles: Roman and *italics*. For the sake of simplicity, avoid using **bold**, SMALL CAPITALS and any kind of underlining.
- d. The style we recommend closely follows the "author-date" system, also known as the "Harvard system".
- e. In summary, the essential elements are given in the following order:
 - Author, Initials, Date, Title, Place of publication, Publisher.

4. Author

- For each author (and up to three in total), indicate in the following order: Surname, initial(s) of first name (each followed by a dot) and year of publication in brackets. When there are more than three authors, indicate only the first one, namely the author that is relevant to the context, adding: et al. after the name (et alii = Latin, meaning 'and others').

Examples:

Cencini, A. (1995) *Monetary Theory: National and International*, London and New York: Routledge.

Fabbri, D., Fazioli, R. e Filippini, M. (1996) *Intervento pubblico e l'efficienza possibile*, Bologna: Il Mulino.

Tonella, G. et al. (1997) 'Simulation of Structural Change', in A. Bruzzone and E. Kerchkoffs (eds), *Simulations in Industry*, San Diego: Simulation Computer Society.

- In the case of a collection of articles with one or more publishers, their names must be followed by the following in brackets: (a cura di) if the publication is Italian; (ed. / eds) if English, (Hrsg.) if German, (éd. / éds) if French.

Examples:

Quadrio Curzio, A. e Scazzieri, R. (a cura di) (1977) *Tradizione e rivoluzione in economia politica*, Bologna: Il Mulino.

Glyn, A. and Miliband, D. (eds) (1994) *Paying for Inequality. The Economic Cost of Social Injustice*, London: IPPR/Rivers Oram Press.

5. Title

- The title of a book or work by an author, journal, magazine or periodical, etc. should be written in italics. Any subtitle should be separated from the main title by a full stop. When citing a foreign edition, the editorial conventions in use in the language should be used, reproducing upper and lower case initials exactly.

Examples:

Padoa-Schioppa, T. (1987) *Efficiency, Stability and Equity: a Strategy for the Evolution of the Economic System of the European Community*, Oxford: Oxford University Press.

Archinard, G. et Guerrien, B. (1988) *Analyse mathématique pour économistes*, Paris: Economica.

Ratti, R. et al. (eds) (1997) *The Dynamics of Innovative Regions. The GREMI Approach*, Aldershot (UK): Ashgate.

IMF (1984) *International Capital Markets: Developments, Prospects, and Policy Issues*, Washington, DC: IMF.

Parri, L. (1999) 'Hayek's involuntary economic sociology in the light of Pareto and Weber', *Italian Review of Sociology*, XL, no. 3, July-September, pp. 409-33.

- The title of a chapter or part of a collection, periodical article, encyclopaedia or dictionary entry, etc. must be enclosed in single inverted commas or 'quotation marks'.

Example:

Scazzieri, R. (1997) 'Reddito', in *Enciclopedia delle Scienze Sociali*, vol. VII, Roma: Istituto dell'Enciclopedia italiana.

- In the case of part of a paper or collection, the article's title is followed by a comma, followed by: in + the initial(s) of the first name and the surname of the author(s) or publisher(s), then the title of the book in italics, etc.

Examples:

Baranzini, M. and Scazzieri, R. (1997) 'Profit and Rent in a Model of Capital Accumulation and Structural Dynamics', in P. Arestis, G. Palma and M. Sawyer (eds) *Essays in Honour of G.C. Harcourt*, London and New York: Routledge, pp. 121-32.

Balzani, R. e Varni, A. (1992) 'Le aziende elettriche municipalizzate', in G. Mori (a cura di) *Storia dell'industria elettrica: le origini 1882-1914*, Bari: Laterza.

- In the case of articles in scientific journals and periodicals, etc., the name of the journal is separated from the title of the contribution (article) simply by a comma. It is good practice to complete the entry with the exact page numbers.

Examples:

Ronchetti, E. (1997) 'Robustness Aspects of Model Choice', *Statistica sinica*, vol. 7, pp. 327-38.

Pettenati, P. (1967) 'Il teorema di Pasinetti in un diverso quadro di riferimento', *Studi economici*, pp. 581-8.

6. Publisher

- The place of publication (or the country) is followed by the name of the publisher (in its shortest form) and the two are separated by a colon.
- This part of the bibliographic reference also includes information such as: the volume (vol.) and/or number (no.) and/or month or other depending on the frequency of publication, and the page numbers (p. / pp.) corresponding to the article in the case of scientific journals (for which both the publisher and place of publication are, as a rule, omitted).

Examples:

Sen. A. (1987) *On Ethics and Economics*, Oxford and New York: Basil Blackwell.

Miglio, G.F. (a cura di) (1997) *Federalismi falsi e degenerati*, Milano: Sperling & Kupfer.

Cline, W.R. (1984) *International Debt: Systemic Risk and Policy Response*, Cambridge (MA): MIT Press.

de Nardi, S. e Traù, F. (1999) 'Specializzazione settoriale e qualità dei prodotti: misure della pressione competitiva sull'industria italiana', *Rivista italiana degli economisti*, IV, n. 2, agosto, pp. 177-212.

Ronchetti, E. and Gatto, R. (1996) 'General Saddlepoint Approximations of Marginal Densities and Tail Probabilities', *Journal of the American Statistical Association*, vol. 91, pp. 666-73.

7. Additional remarks

- For book or article reviews, follow the template provided in this example:
- Baranzini, M. (1996) Review of A. Cencini, Monetary Theory. National and International, in *Kyklos*, vol. 49, pp. 650-2.
- The introduction, preface and afterword to a book may be considered as technically in the same category as a chapter, and hence must also be enclosed within ‘single quotation marks’.
- When listing several publications of a single author, please follow an ascending chronological order (with the most recent, last).
- Should there be, as is often the case, more than one edition and/or reprint, we advise including both the original year of publication and the date of the most recent edition. At any rate, please make clear which edition you have been using for the purposes of your research, if nothing else in order to facilitate your reader’s double-checking.
- Depending on the topic and the kind of research undertaken, some students may end up using particular (less conventional) forms of documentation and other means of information. In particular, students may make use of audio-visual material; they may record interviews with individuals or personalities, as a means of conducting research or a survey or other; or illustration (photographs, reproductions), etc. If this is the case, please consult (online) the Guide mentioned here below.
- Finally, we would like to remind students that a Guide to Citing References is available on the Library's website. This is a useful and rigorous tool for academic writing, which we see as a valid complement to our own Style Sheet, and can be accessed via the following link: https://it.bul.sbu.usi.ch/learning/guide_to_citing_references

Annex 2

Declaration of Academic Honesty²

I declare on my honour that what is written in this work has been written exclusively by me and that, with the exception of duly acknowledged and clearly indicated quotations, no part of it has been copied from scientific publications, Internet (any type of programs, set of tools and others included), from research works or, more generally, from any other source already presented in the academic field (but not only) by me, other students or third parties.

In the case of parts taken from scientific publications, the Internet (any type of programs included) or any other document, I have expressly and directly indicated the source at the end of the quotation or at the foot of the page as well as having duly marked them in the text by quotation marks where indicated verbatim.

Any use of generative AI tools in the preparation of examination assignments, final papers, theses or similar works (the conditions of whose use were expressly and previously agreed upon with the teacher in charge) has likewise been duly declared within the text.

I also declare that I have taken note of the sanctions with regards to plagiarism and to any other illicit behavior as provided for in the current Study Regulations as well as described in *Academic Integrity*, a mandatory on-line test designed to prevent any instances of student misconduct (among others: plagiarism, cheating, collusion, fabrication/falsification and personation) according to Art. 28 para. 6 and 41 para. 1 of the Study Regulations.

In the case of work written by several students - where this is allowed and/or provided for - I have also clearly and unequivocally indicated which student has written each part.

Surname and name:

Matriculation no.:

Date

Signature

This document must be uploaded to ICorsi via the link <https://www.icorsi.ch/course/view.php?id=13399>

² The Declaration of Academic Honesty was modified by the Faculty Council at its meeting of 4 February 2026.

