SSM◣

GUIDELINES FOR THE SUBMISSION OF THE PHD DISSERTATION IN
GLOBAL HISTORY AND GOVERNANCE FOR THE FINAL EXAM
(cycles 35th, 36th, 37th, 38th)

August 2024

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Introduction

Every PhD candidate in the Global History and Governance Program of the Scuola Superiore Meridionale and the Università di Napoli Federico II must complete and submit a dissertation to qualify for degree conferral.

This document provides information on submitting the dissertation for the final exam, formatting requirements and making the dissertation publicly available via the university repository. Please follow the submission and formatting guidelines provided below. Supervisors and external reviewers are not expected to edit work. They will deal with errors of fact and typographical errors that affect the meaning of your work, as well as significant structural issues. The extent to which the text has or has not been adequately prepared may influence their recommendation concerning the degree award. You are therefore advised to check your thesis thoroughly before submission to ensure clear, formal language has been used throughout and that there are minimal typing and/or spelling mistakes.

Legal duration of the program

The legal duration of the program is four years. A dissertation may not be submitted, and the degree may not be conferred before the end of the fourth year.

Submission of Dissertation

The dissertation must be submitted to the GHG board by the deadline established by the Università di Napoli Federico II. The GHG board requires that the dissertation be submitted four to six weeks before the date the completed dissertation is due to be sent to external reviewers.

Acceptance by the Board

The GHG Scientific Board accepts the dissertation upon the advisor(s) 's proposal. The advisors present a report and propose the names of two external reviewers. The advisor(s)'s report must be sent along with the dissertation to the external evaluators and, if they approve it, to the jury members.

Student's Final Report

Together with the dissertation, the student must prepare and present a final report. The report should contain the following for each year of the program:

1) a list of the courses and seminars taken at SSM
2) a list of the papers presented for the courses' final examinations
3) a list of the courses and seminars taken outside the SSM, especially those in which the student presented a paper
4) a list of archives and libraries visited

And, if applicable:

5) stays abroad (status, institution name, duration, and name of the supervisor/mentor).
6) papers presented
7) publications, if applicable
8) any grants received from outside the SSM.

External reviewers

Once the Board accepts the dissertation, it appoints two external reviewers who must write a report within a month. The reviewers may approve and send the dissertation to the final defense or require major revisions. In this second event, the defense is postponed, and the student must re-submit a revised version after six months. The defense can take place during the extraordinary session.

Postponement of the Dissertation's Submission

According to the Italian Regulations (DM 226/2021) and the University of Naples Regulations, the PhD candidate may

ask to postpone the submission for six or twelve months. During this time, granted by the GHG Scientific Board, the PhD Candidate does not get a scholarship, nor can he/she use his/her residual research budget.

Application for the Final Exam and Degree

An application for the PhD final exam degree must be filed at the PhD Office of the Università di Napoli Federico II. The form and the deadline are to be found at the following address: https://www.unina.it/didattica/post-laurea/dottorati-di-ricerca/esami-finali

The PhD candidate is responsible for meeting all submission and application deadlines.

Doctor Europaeus

According to the Regulations of the Università di Napoli Federico II (art. 25) PhD Candidates may be awarded the label of *Doctor Europaeus* under the following requirements:
1) positive evaluations of two external referees from two academic institutions in European countries other than Italy.
2) at least one jury member of an academic institution in a European country other than Italy.
3) part of the defense must be done in a European language other than Italian.
4) at least three research months spent in a European country other than Italy.

Appointment of the Jury for the Final Exam

The Board appoints the Jury, which must be composed of three regular members and two substitutes, respecting the gender balance. At least two jury members must be from institutions other than Federico II. One of the advisors can participate in the jury. Final exams usually take place within six months after the submission.

Online Submission of the Dissertation

The University of Naples requires online submission of electronic dissertations on its repository at www.fedoatd.unina.it. The dissertation must be uploaded as a formatted, non-password-protected PDF file by the deadline established for each degree conferral date. Dissertations must be submitted in their final format, as described in the **Formatting Guidelines** section. Please check the formatting section carefully before submitting.

Making the Dissertation Publicly Available

Dissertations are made available online through FedDOA*td*, the open-access repository of doctoral dissertations of the University of Naples Federico II. The assumption that underlies the regulations concerning the deposit of PhD dissertations is that they must be made public to prove the candidate's achievement. A doctoral thesis must contribute to knowledge; its outcome cannot be kept secret. Access to dissertations is restricted only in very exceptional cases. If an embargo is necessary, the GHG board may establish the duration of it. However, students are responsible for requesting the placement of an embargo on their work. The University of Naples takes care of the deposit of the dissertation in the ministerial database and in the national libraries of Rome and Florence (art. 14, DM 226/2021). The submission is considered final once you upload and submit your dissertation or thesis on FedOAtd. No further changes are permitted.

Deposit in the GHG Archives

A hardbound archival paper copy of the submitted and approved dissertation is also deposited in the GHG Archives.

Language of the Dissertation

The language of the dissertation is ordinarily English or Italian. Upon GHG board deliberations, the dissertation may be written in another language. Both British and American English are accepted. Consistency is crucial. Once you have chosen one of the two, you must stick to it throughout the entire text.

Formatting Guidelines

The following are instructions on how to format your dissertation.

Front and Back Matter

For any dissertation, a table of contents listing at least the major headings should be prepared.

The order of sections should be as follows:
Title page
Abstract
Table of Contents
Front Matter
Body of Text
Back Matter

Front matter may include acknowledgments, a dedication, a list of illustrations or tables, a glossary of terms, one or more epigraphs, or pertinent quotations at the beginning of a dissertation or a chapter.

Back matter may consist of appendixes, a bibliography, supplemental materials including supplemental figures and tables, and, rarely, an index.

Length

Candidates should write as concisely as possible, with clear and adequate exposition. Most dissertations are 300 to 500 pages in length. All dissertations should be divided into appropriate sections, chapters, and paragraphs. Students should remember that the GHG program deplores overlong and wordy dissertations.

Physical Requirements

Title Page

The dissertation begins with a title page, which must be prepared in the form specified in Annex 1. The title should be as concise as possible and consistent with the content, accurately describing the dissertation.

Abstract

An abstract that does not exceed 350 words and is numbered as page ii is required. It should immediately follow the title page, and should state the problem, describe the methods and procedures used, and give the main results or conclusions of the research. The abstract should be one-and-a-half-spaced.

Margins

At least 1 inch for all margins

Spacing

The main body text of the manuscript should be one-and-a-half-spaced lines, except where conventional usage calls for single spacing, such as footnotes, indented quotations, tables, appendices, etc.

Typeface

Standard fonts must be used to ensure the future ability to render the document.

Es: Times New Roman, Courier, Garamond, Helvetica, Times, ecc.

Note: Do not use script or ornamental fonts. Do not use proprietary fonts.

Font
Use a 12-point font size for the body of text and a 10-point font size for footnotes. The font color must be black.

Body of Text
Consistency is essential. Students should ensure that the same font or typeface appears in the text's main body and is also used in all headers, page numbers, and footnotes. Exceptions are made only for tables and figures produced by different technologies or graphic artists.

Pagination
Every page in the dissertation has a number except for the title page. For the preliminary pages (abstract, table of contents, list of tables, graphs, illustrations, and preface), use small Roman numerals (i, ii, iii, iv, v...). These should be centered at the bottom or top of the page. All pages must contain text or images. Should you wish to include a blank page, please print "Page intentionally left blank," centered in the middle of the page, to clearly indicate your intent.

For the text, use Arabic numbers (1, 2, 3, 4, 5...) starting with page one (the first page of the text itself). Page numbers can be centered at the top or bottom. The placement of page numbers must be centered throughout the manuscript. Since page numbers are used to demonstrate that the dissertation is complete, every page must be consecutively numbered, including tables, graphs, illustrations, and bibliography/index (if they are included); letter suffixes (such as 10a, 10b...) are not allowed. It is customary not to have a page number on the page containing a chapter heading.

Check pagination carefully. Account for all pages.

Figures and Tables
Figures and tables must be placed within the text, as close to their first mention as possible. Figures and tables that span more than one page must be labeled on each page. Any second and subsequent page of the figure/table must include the "(Continued)" notation. This applies to figure captions as well as images. Each page of a figure/table must be accounted for and appropriately labeled.
All figures/tables must have a unique number. They may not repeat within the dissertation.
Tables and figures must be placed as close as possible to their first mention in the text. They may be placed on a page with no text above or below, or they may be placed directly into the text. If a table or a figure is alone on a page (with no narrative), it should be centered within the margins on the page.
Tables and figures referred to in the text may not be placed at the end of the chapter or at the end of the dissertation. Figure and table numbering must be either continuous throughout the dissertation or by chapter (e.g., 1.1, 1.2, 2.1, 2.2). For example, two figures cannot be designated in a dissertation as "Figure 2."

Headings of tables should be placed at the top of the table. While there are no specific rules for the format of table headings and figure captions, a consistent format must be used throughout the dissertation.

Captions of figures should be placed at the bottom of the figure. If the figure takes up the entire page, the figure caption should be placed alone on the preceding page and centered vertically and horizontally within the margins. Each page receives a separate page number. When a figure or table title is on a preceding page, the second and subsequent pages of the figure or table should say, for example, "Figure 5 (Continued)." In such an instance, the list of figures or tables will list the page number containing the title. The word "figure" should be written in full (not abbreviated), and the "F" should be capitalized (e.g., Figure 5). When the caption continues on a second page, the "(Continued)" notation should appear on the second and any subsequent page. The figure/ table and the caption are viewed as one entity and the numbering should show correlation between all pages. Each page must include a header.

Horizontal Figures and Tables
Any figures/tables placed in a horizontal orientation must be placed with the top of the figure/ table on the left-hand side. The top of the figure/table should be aligned with the spine of the dissertation when it is bound.
Page numbers must be placed in the same location on all dissertation pages, centered at the bottom of the page. They

may not appear under the table/ figure.

Supplemental Material, Figures and Tables
Supplemental figures and tables must be placed in an appendix at the back of the dissertation. They should not be placed at the back of the chapter.

Visual Material
Original illustrations, photographs, and fine art prints should be scanned and included in the dissertation PDF.

Permission Letters
Copyright permission letters must be uploaded as a supplemental file, titled

Acknowledging the Work of Others
Students are responsible for acknowledging any facts, ideas, or materials of others used in their work, avoiding academic dishonesty and plagiarism.

References
There are many ways to handle scholarly references and preferred usage varies among fields. In choosing an annotation or reference system, students should be guided by the practice of their discipline and the recommendations of their dissertation advisor.
The general byword for scholarly reference is consistency. Essential publication facts should be as nearly complete as possible, but unnecessary details should be avoided.

Footnotes
Textual notes that provide bibliographic reference, supplemental information, opinions, explanations, or suggestions that are not part of the text must appear at the bottom of the page as a footnote. This placement ensures that they will appear as close as possible to the referenced passage. Lengthy footnotes may be continued on the next page. Footnote numbering is continuous throughout the chapter and must start again for each chapter. Footnotes may be single-spaced within each entry but must be one-and-a-half-spaced between each entry.

Bibliography
The bibliography may be single-spaced within each entry but must be one-and-a-half-spaced between each entry. On the first page of the bibliography, the page number is placed at the bottom of the page, centered between the margins. Thereafter, page numbers should be placed in the same position as they are throughout the rest of the text. Also, the bibliography should be consecutively paginated after the text.

Citation & Style Guides
For a dissertation written in **English**, please use the **Chicago Manual of Style. 17th ed.**
https://www.chicagomanualofstyle.org/home.html

For a dissertation written in **Italian**, please follow the instructions in Annex 2.

Use of Copyrighted Material
If copyrighted material belonging to others is used in the dissertation, the student must give full credit to the author and publisher of the work used. If a quotation exceeds "fair use," permission from the copyright owner must be obtained and uploaded as supplemental material as part of the online dissertation submission.

Permission to use copyrighted material is obtained from the owner of the copyright. If a student includes his or her own previously published material in the dissertation, and if the student had granted publication rights to the publisher

then the student must obtain permission from the publisher to include this material in the dissertation. Any permission requested should allow the material to be used as part of the dissertation in all forms and media, including but not limited to digital and electronic form.

If a student plans to publish content that will be included in their dissertation and that material will be published before submitting their dissertation, then the student should be sure to obtain permission to use their own materials from their publisher prior to publication.

When images or quotations from materials obtained from libraries, archives, museums, and the like are included in the dissertation, students should also follow the policies of the respective repositories concerning permission requirements.

Overall Formatting
Check all formatting after all revisions and before submitting online to ensure all requirements are met.

Annex 1: Sample Title Page

Logos of the Università di Napoli Federico II and the Scuola Superiore Meridionale

Università di Napoli Federico II – Scuola Superiore Meridionale
PhD Program in Global History and Governance

[Title and Subtitle]

A dissertation presented by
[full name of the author]

in partial fulfillment of the requirements for the degree of Doctor of Philosophy in
Global History and Governance

Dissertation Advisor: Professor…
Dissertation Advisor: Professor…

[Month and year of the submission of the completed dissertation]

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Annex 2: Style Manual for Dissertation Written in Italian

Le note, a piè di pagina, possono essere fatte nel modo seguente (NB: **in ogni caso è importante attenersi al sistema scelto in maniera coerente dall'inizio alla fine del testo**):

Note a piè di pagina:

a. Libri:

Se citati per la prima volta: Nome per esteso e Cognome dell'autore, *titolo* (in corsivo), Luogo di edizione, Casa editrice, Anno, p. o pp. Per esempio: Silvio Pons, *Stalin e la guerra inevitabile*, Torino, Einaudi, 1996, p. 26;

Se già citati in precedenza: Cognome autore, *Parte rilevante e abbreviata del titolo* (in corsivo), p. o pp. Per esempio: Pons, *Stalin*, p. o pp.

b. Articoli da riviste:
Se citati per la prima volta: Nome esteso e cognome autore, *Titolo,* «Nome rivista», annata (anno), numero, p. o pp.;
Es. Charles S. Maier, *Consigning the Twentieth Century to History: Alternative Narratives for the Modern Era*, in «American Historical Review», 105 (2000), n. 3, pp. 807-831.

Se già citati in precedenza: Cognome autore, "Parola rilevante titolo," p. o pp.
Esempio: Maier, *Consigning the Twentieth Century*, p. o pp.

c. Saggi in volumi collettanei:
Se citati per la prima volta: Nome esteso e cognome autore, *Titolo* (in corsivo), "in" Nome esteso e cognome curatore, *Titolo* (in corsivo), Luogo di edizione: Casa editrice, Anno, p. o pp.
Es.: Gianfranco Pasquino, *Lo sviluppo politico*, in G. Sartori (a cura di), *Antologia di scienza politica*, Bologna, il Mulino, 1970, pp. 419-472.

Se già citati in precedenza: Cognome autore, *Parola rilevante titolo* (in corsivo), p. o pp.
Es.: Pasquino, *Lo sviluppo politico*, p. o pp.

d. Materiali online. I materiali online vanno citati in modi diversi a seconda del tipo di materiale.

Edizioni digitali di testi originariamente a stampa: citare il testo come se fosse un normale testo a stampa, indicando la banca dati dalla quale è stato tratto. Es. J-Stor, Project Muse, Gallica, ecc.

Materiali in formato esclusivamente digitale: in questo caso indicare gli estremi del testo consultato (autore, titolo, data di pubblicazione), oppure del sito, l'indirizzo del sito web, la data di consultazione (tra parentesi tonde).

Per riferirsi in nota all'opera citata alla nota precedente si usa:

• *Ibidem* o *Ibid.*: sia che la pagina sia la stessa sia che la p. sia diversa

Es.:
1 Pons, *Stalin*, p. 79.
2 *Ibid.* **oppure** *Ibid.*, p. 86.

Bibliografia finale:

a. Libri:

Cognome, Nome per esteso e dell'autore, *titolo* (in corsivo), Luogo di edizione, Casa editrice, Anno, p. o pp.
Es.: Pons, Silvio, *Stalin e la guerra inevitabile*, Torino, Einaudi, 1996.

b. Articoli da riviste:
Cognome, Nome per esteso e dell'autore, *titolo* (in corsivo), Luogo di edizione, Casa editrice, Anno, p. o pp.
Es.: Maier, Charles S., *Consigning the Twentieth Century to History: Alternative Narratives for the Modern Era*, in «The American Historical Review», 105 (2000), 3, pp. 807-831.

c. Saggi in volumi collettanei:
Cognome autore, Nome esteso, *Titolo* (in corsivo), "in" Nome esteso e cognome curatore, *Titolo* (in corsivo), Luogo di edizione: Casa editrice, Anno, p. o pp.
Es.: Pasquino, Gianfranco, *Lo sviluppo politico*, in Giovanni Sartori (a cura di), *Antologia di scienza politica*, Bologna, il Mulino, 1970, pp. 419-472.