

Written report guideline

1. For Private Thesis Defense you have to submit 5 copies (in accordance with the number of the member of your commission).

For the public exam, one copy to each member of your commission, one to the Library, one to Thesis Supervisor and one to the doctoral candidate. It must be in letter paper with the following format:

2. Margin:

Top	1,2	Inch
Bottom	1,2	Inch
Left	1,6	Inch
Right	1	Inch

3. Text must be using Arial 10, or Times New Roman 11. The type of letter must be the same in the whole text, with double-spacing and justified. The simple-spacing is allowed in long tables, items, footnotes and bibliography.

4. **The following are the preliminary pages:**

- Title page
- Approval inform, where it is indicated the date of the Private Thesis Defense.
- Dedication page (optional). It must be brief and centered. The page is ii.
- Acknowledge page
- Index
- Table List
- Figure List
- Symbols List, abbreviations or nomenclature

The title of these pages is centered without punctuation, 1,2 inch, in the top of the page. The text is four spaces under the heading.

5. The thesis parts are:

Summary
Abstract
Introduction
Materials and Methods
Results
Discussion
Conclusion
Bibliography

6. The thesis main parts will begin in a new page, the title will be 1,2 inch from the top of the margin, centered in capital letter without underline and punctuation. The text will begin 4 spaces under the heading and in the next pages, it will begin 1 inch from the margin.

7. **Numbering pages:** Preliminary pages must be numbered with roman numerals in lower case letters, centered in the lower margin.

The title page is considered as i, but it is in blank.

The Approval Report page must not be numbered.

The number ii must be in the first page after Approval Report.

The text and bibliographic page are consecutively numbered with arabic numerals.

Page 1 corresponds to the Introduction.

Pages with titles, bibliography must be with numbers, without punctuation, centered in the lower margin.

Any others pages, including figures and tables, are numbered without punctuation in the right upper corner of the page, 0.8 inch from the right margin.

8. **Summary:** It is a brief exposition of the results and thesis conclusions. It is allowed only tabulated material.
9. **Introduction:** It contains the general exposition of the problem, with theoretical grounds, hypothesis and objectives. It must have the main bibliographic information.
10. **Methods and Material:** It includes all procedures and techniques used. In the case of standard procedures it is not necessary a description. Example: "Lowry method for proteins determination".
11. **Results:** It must be presented clearly and with precision. The results reproduction must be expressed clearly: number of time the experiment was performed, number of replicated samples etc. If is the case, it must indicated the statistics analysis used.
12. **Discussion:** It is the results interpretation. It can be in chapters.
Figures and tables must be mentioned or included in the text. Figures must be numbered with arabic numerals, with a legend or simple spacing. One thesis copy must have the original photo; the others can be photocopies in high quality, or digital figures of the original photo.
Tables must be numbered with arabic numerals. It must have a title. The foot notes are in simple spacing indicated with a super index. Taxonomic names must be underlying and in italics. Ex: "*Escherichia coli* or *Escherichia coli*."
Decimal numbers must be separated with commas.
Units, abbreviation, and nomenclatures must be the ones known worldwide.
Chemistry and Biochemistry nomenclature must follow the IUPAC-IUB rules.
13. **Bibliography:** It must be by the author and year.
When there are two authors, both must be mentioned.
In the case of three or more, it must be indicated the first author followed by "et al".
References of the same author's work must be identified with letters a,b etc. (Ex: 1996 a, 1996 b).
References with two or more quotation must be indicated chronology.
Internet references must be incorporated in the text, in one line as maximum.
Bibliography must be indicated alphabetically as follow:
Magazine:
Woese, C.R. 1987. Bacterial evolution. *Microbiol. Rev.* 51: 221-271.
Book:
Roberts, G.P. Y Ludden, P.W. 1992. Nitrogen fixation by photosynthetic bacteria. En G.Stacey R.H. Burris y H.J. Evans (eds), *Biological Nitrogen Fixation*. pp 135-165. Chapman and Hall, New York.