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# GUIDELINES FOR FINAL DISSERTATION

*Herbalism Advanced Diploma*

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ALQUIMIA HEALING ARTS  
Member of the Complementary  
Medical Association









# Guidelines

## for Final Dissertation

These guidelines provide students with essential information about how to prepare and submit thesis and dissertations in an acceptable format. A thesis is a final, original, completely edited document which has the potential to be published in relevant journals and websites of the associations operating in the field of Complementary Medicine. Copyright for the thesis work is facultative.

Required	Optional
 <b>Title Page</b>	 <b>Dedication</b>
 <b>References</b>	 <b>Preface</b>
 <b>Table of Contents</b>	 <b>Acknowledgements</b>
 <b>List of Tables/Figures</b>	 <b>Appendix</b>



# Guidelines for Final Dissertation

Use a standard font consistently throughout the manuscript. Font size should be 10 to 12 point for all text, including titles and headings. It is permissible to change point size in tables, figures, captions, footnotes, and appendix material. Retain the same font, where possible. When charts, graphs, or spreadsheets are “imported,” it is permissible to use alternate fonts.

Italics are appropriate for book and journal titles, foreign terms, and scientific terminology. Boldface may be used within the text for emphasis and/or for headings and subheadings. Use both in moderation.

- The title page is considered to be page one, but the page number should not be printed on this page. All other pages should have a page number centered at the bottom of the page. Number the preliminary pages in lowercase Roman numerals. Arabic numerals begin on the first page of text. Pages are numbered consecutively throughout the remainder of the manuscript.
- The Introduction may be placed before the first page of Chapter 1, if it is not considered a chapter. The use of Arabic numbers may begin on the first page of the Introduction. The standard provisions of copyright laws regarding quoted material under copyright apply to electronic publication. References have to be reported at the end of the document.
- Submission will be accepted in electronic format and through email without schedule.  
The student must inform the tutor if he/she is willing to submit the thesis work to review. The review is facultative and costs 50 euros.

## CONTENT AND TITLE

The student decides the subject of the thesis and has the faculty to consult with the tutor for advice and orientation.

The subject of the thesis must be inherent to the plan of studies of the Advanced Diploma Course in Herbalism.

The length of the body text should be no less than 10 full A4 pages and no more than 40 pages.

Even if it is permitted to quote other authors, most of the body text should be an interpretation or original work of the student.



NOTE: We reserve the right to award the thesis work with a recognition of excellence if the work respects all criteria and shows a distinctive content. The additional release of the printed Certificate costs 30 euros excluded the shipping costs, and it is facultative.

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