

FAQ

NORMS AND STYLES

Am I required to include acknowledgments in my thesis/dissertation?

It's respectful and humble to include acknowledgments in your thesis;

If you received any funding to develop your thesis, you must include the name of the funding agency in the acknowledgments. In the case you didn't, you'll not be obligated to include this section.

Where do I find the updated INPE's logo to include on the cover of my thesis?

Don't worry about this. The cover and the index card will be updated in the editing process of your thesis.

Can I also include the abstract in a third language (Spanish, French, Italian?)

Yes. But don't forget to include the title of your thesis in the same language, as you made for the Portuguese abstract.

I chose to write my thesis in the alternative format (article-based format):

Should I include all the articles in a single chapter?

Ideally, each article should be included in a specific chapter (e.g., Article A in Chapter 3; Article B in Chapter 4; Article C in Chapter 5, etc).

How do I inform you that a chapter of my thesis is a journal article or a book chapter?

Include a footnote in the title of the thesis chapter with the sentence “**This chapter is**

based on the article/book chapter” followed by the complete reference.

How do I get permission from the journal to publish the article in my thesis?

To obtain journal permission:

- Access: <http://www.copyright.com/> to get automatic permission from the publisher; or
- Contact the publisher requesting authorization to use the article/book chapter in the content of your thesis.

Note: Usually, some journals with open access automatically authorize the use of the article in theses and dissertations. To check if the journal has automatic authorization, read the journal's editorial policy.

My articles haven't yet been published and I have already defended my thesis. How can I avoid being accused of plagiarism by the Journal?

Probably, your thesis will be published before the article. To protect you from plagiarism:

- You must fill the Restricted Access Statement provided by the Library requesting access restriction to your thesis which is valid for one year. After that, if your article wasn't published yet, you can request an extension with the Library.
- As soon as the article is published, request the permission from the journal to use the article in your thesis.

What is the best way to structure the chapters in the thesis body?

The Thesis must have an Introduction, Body, and Conclusion.

To find the best structure (e.g., number of chapters), you can talk to your advisor, peers, and the examining board.

What is the difference between Appendix and Annex?

Appendices are texts or other materials created by the author that complement the thesis.

Annex are documents not created by the author that serve as grounds, proof, or illustration, such as maps, laws, statutes, etc.

	Appendix	Annex
ABNT definition	It is the text or document used to complement a work, which was prepared by the author himself	It is the text or document used to complement a work, which was not prepared by its author.
Who has created	Thesis's author	Others
Position	Appendix appears after the references.	Annex appears after the Appendix
Example	Interviews, reports, etc.	Maps, laws, certificates, etc.