



Escola Nacional de Saúde Pública

UNIVERSIDADE NOVA DE LISBOA

Guidelines for academic papers

(Theses, dissertations, and technical and scientific reports)

Lisbon, 2020

Table of Contents

| | | |
|----|---|----|
| 1. | INTRODUCTION..... | 1 |
| 2. | PERMITS..... | 1 |
| 3. | GENERAL GUIDELINES AND RECOMMENDATIONS..... | 2 |
| 4. | BIBLIOGRAPHY..... | 6 |
| 5. | GENERAL FORMATTING ELEMENTS..... | 8 |
| 6. | SUBMISSION OF PAPERS..... | 9 |
| | ANNEXES..... | 10 |

1. Introduction

- a. These guidelines apply to final ENSP papers:
 - PhD Theses
 - Master's Dissertations
 - Final papers for the Specialization Course in Hospital Management and final courseworks for other degrees
- b. Other guidelines may be followed in associated degrees, namely those from other higher education institutions.

2. Permits

- a. Students must make sure they obtain the necessary permits for their paper, respect the fundamental rules and principles of research ethics, and comply with the applicable legal standards.
- b. The distribution of surveys to collect data within the scope of research requires previous permission from the Head of ENSP. For this purpose, students must request said permit by e-mail (diretora@ensp.unl.pt) annexing a survey and a letter from the paper advisor agreeing to it.

3. GENERAL GUIDELINES AND RECOMMENDATIONS

3.1 Preliminary remarks

- a. These guidelines and recommendations for academic papers ought to be viewed as such and do not intend to restrict the individual creativity of students. Possible topics (more frequent ones) and their indications have been written within this context.
- b. Let us remind you that an academic paper should be well-balanced between the different chapters, namely the theoretical and empiric components. We also suggest that this document should reflect a line of thought and text coherence contributing to the whole being greater than the sum of its parts. It must be written in compliance with the current Portuguese spelling agreement.
- c. We suggest that you read the EQUATOR Network – Enhancing the Quality and Transparency of Health Research guidelines as applicable.

3.2 Title

- a. It must be clear, brief, thorough, and avoid being long (preferably without the keywords);
- b. We propose that it be related for instance to the key question, goal, population, method, or type of study.
- c. We suggest that you make it appealing and if possible attracting the reader's attention.

3.3 Abstract (one page)

- a. We suggest a classic structure: Introduction (including goals), Methodology; Results and Discussion/Conclusion; you should describe what was done, how it was done, and what you found out in the concerned items;
- b. You may include keywords (MeSH terms if possible).

3.4 Introduction

- a. The introduction should clearly describe the problem that is being studied explicitly and suit it to an appropriate bibliography to the topic;
- b. The main concepts of the paper must be described objectively;

- c. Scientific importance/pertinence and approaches based on evidence of the problem must be explained;
- d. It must contain the key question and purpose of the study.

3.5 Theoretical framework

Literature review

- a. The literature review must be up to date, but it must above all include the main studies carried out on the topic and all methodological outlines considered as a reference for the quality of this study;
- b. The content of this review must be specific to the topic being studied and refer to the research issue avoiding general terms;
- c. The literature review must show the different types of information used (empiric, theoretical, or methodological) and describe the similarities and contradictions that you found explaining them and reflecting on them;
- d. We suggest that you do not reference secondary sources;
- e. You ought to end the review with a summary of the knowledge in this area and incorporate aspects of critical analysis and compare the problem under study to other problems in terms of its contribution to the progress of knowledge.

Research issues or hypotheses and goals

- a. Research issues or study hypotheses should be directly and logically connected to the research problem and general and specific goals;
- b. The general goal of this study (or general goals) must be connected logically to the conceptual or theoretical framework outlined in the literature review and the research problem and issue;
- c. The specific goals must arise from the general goal (or general goals) and convey the implementation of the actions to be carried out throughout the research.

3.6 Methodology

Methodological outline – study design

- a. The outline used must be the most appropriate one taking into consideration the state

- of knowledge in the said field to obtain the wanted data;
- b. The research strategy option must be justified (i.e.: a qualitative, quantitative, or mixed approach; a cross-sectional or longitudinal study that is descriptive or analytical; a case study);
 - c. You may complement the outline of this study with visual or graphic aids;
 - d. The design must study the research issues or hypotheses;
 - e. You must present an implementation of variables;
 - f. You must describe the procedures for directing your work and avoid biased sources;
 - g. The sampling method or selection of used participants ought to comply with the study's outline;
 - h. The statistical methods used for analysing data ought to be clear and comply with the outline;
 - i. Data/information sources used must be identified including access permits and time use.

Population, sample and cases

- a. The population to which the research issues or study hypotheses are relevant ought to be described (if this is the case, i.e.: observational or experimental study);
- b. The dimension, type of sampling carried out, and suitable selection method for the study goals ought to be described;
- c. The dimension of the sample must be justified on a statistical basis or in the type of study (i.e.: case study) and be suited to the number of variables and statistical analysis used in the study;
- d. The criteria for including/excluding (if this is the case) the sample ought to be described and established.

Instruments for collecting data

- a. The measuring instruments used for measuring what was studied must be described;
- b. The measuring instruments must be suited to the studied population/sample;
- c. The validity of the instruments used must be presented and adequate to the

study;

- d. In the case of a measuring instrument having been translated from another language, the procedure that was followed towards its translation and validation must be explained;
- e. If the instruments were drawn up for the study, the methods used for assessing their metrology and/or psychometric characteristics must be clearly described.

3.7 Findings

- a. Findings must be presented clearly (the most relevant and interesting findings);
- b. The graphic component for presenting the findings ought to avoid any text redundancy and be clear and precise for instance in graphs (or images) and/or tables;
- c. The data analysis must be adequate to the study goals and contribute to the description or analysis of relationships between variables or group differences.

3.8 Discussion

- a. The findings must be described focusing on aspects of the paper's internal and external validity;
- b. Findings ought to be analysed concerning each research issue (or hypothesis) comparing it to other relevant studies;
- c. Explanations ought to be given concerning all findings with particular relevance to research issues/hypotheses/goals;
- d. If any, general terms ought to be suited to the type of study and population;
- e. The discussion must include the main constraints of the study.

3.9 Conclusion

- a. Any conclusion must be valid within the scope of the study and justified by the particular findings for said study;
- b. The main contributions this study brings to the knowledge on that topic/subject must be described.

3.10 Recommendations

- a. Prospects or recommendations, which are appropriate for later studies on the same

line of research, must be described;

- b. List the appropriate recommendations to be applied to the findings of the field study in the cases where they apply.

3.11 Bibliographic references

- a. According to the decision of the ENSP Scientific Council, papers that are exclusive to ENSP must follow the Vancouver style or Portuguese standards NP 405-1 and NP 405-4.
- b. Papers written together with other Institutions may follow other styles or standards.

4. BIBLIOGRAPHY

4.1 Preliminary remarks

- a. To write the bibliographic references of academic papers you must follow standards NP 405-1 and 405-4 (for printed and digital documents) or the Vancouver style.
- b. You will find the details on how to cite and reference following the Uniform Requirements for Manuscripts Submitted to Biomedical Journals from the International Committee of Medical Journal Editors on Citing Medicine, which is available at http://www.nlm.nih.gov/bsd/uniform_requirements.html.
- c. You can look up the details on standards NP 405-1 and 405-4 on: INSTITUTO PORTUGUÊS DA QUALIDADE (Portuguese Quality Institute) – NP 405-1: 1994: information and documents: bibliographic references: printed documents. Lisbon: Instituto Português da Qualidade, 1995 and on INSTITUTO PORTUGUÊS DA QUALIDADE (Portuguese Quality Institute) – NP 405-4: 2001: information and documents: bibliographic references: computer documents. Lisbon: Instituto Português da Qualidade, 2001.

4.2 Reference managers

- a. We advise you to use a reference manager, the main features of which are usually as follows:
 - o To store, organise, and use the references that come from searches and other resources (PubMed, ScienceDirect, etc.);

- o To import references directly from several bibliographic databases and catalogues;
 - o To create a library (database) of references on a specific topic;
 - o To link references to word processor documents and format citations;
 - o To generate bibliographies according to specific styles for publication.
- b. You may use EndNote (<http://www.endnote.com/>), EndNoteWeb (<http://www.endnoteweb.com/>, available to B-ON members), Zotero (<http://www.zotero.org/>, free), or Mendeley (<http://www.mendeley.com/>, free).
- c. It is essential for students to validate the bibliography generated by the reference manager and to identify any mistakes. For this purpose, you may take into consideration the examples in Annexes A and B for each standard adopted at ENSP.

4.3 Citations

- a. All bibliographic references must be cited in the text.
- b. Citations enable us to identify the publication where an idea, excerpt, etc. were obtained and to point out its exact location in the said source. When a citation is used in compliance with a list of bibliographic references, it must contain sufficient data to ensure its exact correspondence to the reference of the identified document.
- c. When citations of the accessed bibliography are made throughout a text, they must show up at the end in numeric or alphabetical order depending on the way the citation was made.
- d. According to the Vancouver style, a citation is always numeric either superscripted or in brackets. You may look up examples in Annexe C.
- e. According to standard NP-405, a citation will refer to the author's surname, year of publication, and page numbers in brackets if necessary. The list of bibliographic references ought to be in alphabetical order. Annexe D has some citation examples.

5. GENERAL FORMATTING ELEMENTS

- a. Papers written at ENSP must be in Portuguese or English (it is the student's option).
- b. We suggest that the papers have the following sequence:
 - o The cover according to Annexe E;
 - o The second page according to Annexe E;
 - o Acknowledgements (optional);
 - o Abstract and keywords (in Portuguese and English). It should be written in Portuguese and English (starting with the language used in the entire paper) with a maximum of 250 words each and three to five keywords;
 - o Table of Contents;
 - o Lists of tables, images, and abbreviations (if there are any);
 - o Main body (it is not in any way related to the document being accepted for public examinations or the examinations themselves)
 - i. PhD Programme in Public Health
 - 'Traditional' model: we suggest that PhD theses comprise 150 to 200 pages; before a thesis is handed in there must be an indexed scientific publication by ISI or Scopus where the doctoral student is the main author (if the latter is not the main author, then there must be a statement declaring that said PhD student contributed to that publication);
 - Model 'per articles' (only for PhD programmes): PhD theses must not exceed 150 pages and comprise a theoretical body substantiating the line of research and published articles, which must not exceed 50 pages, and at least three articles should be included, two of which should be published in international papers indexed by Web of Science or Scopus on the date of the concerned discussion where the doctoral student should be the main author (if the latter is not the main author then said publication must include a statement declaring that the doctoral student contributed to that publication)

- ii. Master's Degrees: master's dissertations must not exceed 80 pages.
 - o Appendices and annexes: if any, they must not exceed 20 or 50 pages for master's dissertations and PhD theses (if they exceed this number of pages, we suggest presenting them as an individual volume).
- c. Formatting and printing must follow these general rules:
 - o A white sheet of A4 paper;
 - o White 120g/m² cover with black and white or colour print (please refer to Annex E);
 - o Main title and student's name on the spine;
 - o Type of font: Arial;
 - o Text pages printed in black front and back;
 - o Chapters beginning on odd pages;
 - o One-and-a-half line spacing and justified alignment;
 - o Font size: 11;
 - o Space before and after paragraph: 6;
 - o Footnotes with one-line spacing. Use moderately with font size 9;
 - o Indentation: three centimetres left and right and 2.5 centimetres on the top and bottom of the page.
 - o Do not use a header/footer unless it is for a page number in Arabic on the bottom right with font size 9;
 - o ENSP logo available at <https://www.ensp.unl.pt/wp-content/uploads/2018/06/ensp-principal.jpg>
 - o Numbers used in compliance with IPQ standard 9 (NP9); in English, we suggest using ISO.

6. SUBMISSION OF PAPERS

- a. Each student ought to submit their paper on both print and computer version by the established deadline, which includes:
 - o One copy on paper and a memory stick with the PDF file to the Academic Services;
 - o Submitting the PDF file to Moodle in a specific area for this purpose

allowing the use of Turnitin.

- b. When submitting their papers, master's degree students will be asked to fill out a 'Questionnaire on the perception of students regarding the paper for the Master's Degree' within the scope of NOVA-SIMAQ – NOVA's Internal Quality Monitoring and Evaluation System.

ANNEXES

Annexe A. Examples of references in the Vancouver-style version

A1 Journal articles

1. Single author

List up to six authors.

Forooghian F, Yeh S, Faia LJ, Nussenblatt RB. Uveitic foveal atrophy: clinical features and associations. *Arch Ophthalmol*. 2009;127(2):179-86.

More than six authors:

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 2002; 935(1-2):40-6.

2. Institution or organisation as author

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension*. 2002;40(5):679-86.

3. Single author and institution or organisation as author

List them in the order they appear in the text.

Vallancien G, Emberton M, Harving N, van Moorselaar RJ, Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol*. 2003;169(6):2257-61.

4. With Digital Object Identifier (DOI):

Zhang M, Holman CD, Price SD, Sanfilippo FM, Preen DB, Bulsara MK. Comorbidity and repeat admission to hospital for adverse drug reactions in older adults: retrospective cohort study. *BMJ*. 2009;338:a2752. DOI: 10.1136/BMJ.a2752.

A2 Books and other monographs

1. Single author

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis,

MO: Mosby; 2002.

2. Editor as author

Gilstrap LC, Cunningham FG, Van Dorsten JP, editors. Operative obstetrics. 2nd ed. New York, NY: McGraw-Hill; 2002.

3. Institution or organisation as author

National Lawyers' Guild AIDS Network; National Gay Rights Advocates. AIDS practise manual: a legal and educational guide. 2nd ed. San Francisco, CA: The Network; 1988.

Portugal. Ministério da Saúde. DGS. Plano Nacional de Saúde: orientações estratégicas para 2004-2010. Lisboa: Direcção Geral da Saúde; 2004.

WONCA International Classification Committee. ICPC-2: International Classification of Primary Care. 2nd ed. New York, NY: Oxford University Press; 1998.

4. Book chapter

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York, NY: McGraw-Hill; 2002. pp. 93-113.

A3 Conferences, congresses, and similar proceedings

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182-91.

Deboyser P. Política europeia do medicamento. In: JORNADAS INFARMED, 1, Lisboa, 24 e 25 de Janeiro de 1997. – Medicina: as políticas nacionais face à internacionalização. . Lisboa: INFARMED; 1997. pp. 21-24.

A4 Legislation or legal documents (laws, decrees, ministerial directives, recommendations, etc.)

DECREE-LAW No. 301/02. D.R. 1st Series-A. 286 (2002-12-11) 7794.

DECREE-LAW No. 243/86. D.R. 1st Series. 190 (1986.08.20) 2099-2106. Approves the

General Regulation of Occupational Health and Safety in Offices and Services.

DECREE No. 47.512/67. Diário do Governo. 1st Series. 21 (25-01-1967) 126-128. Sets forth the Regulation for Corporate Medical Services.

RECOMMENDATION No. 2012/417/EU. OJEU. L 194. (2012-07-17) 39-43. Commission Recommendation on access to and preservation of scientific information.

A5 Thesis or dissertation

1. Thesis

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [PhD thesis]. Mount Pleasant, MI: Central Michigan University; 2002.

2. Dissertation

Cunha SM. Planear e inovar: contributo para o planeamento de recursos com base nas necessidades autoavaliadas pela população com 65 e mais anos [Master's Degree in Public Health]. Lisboa: Escola Nacional de Saúde Pública. Universidade Nova de Lisboa; 2010.

<http://hdl.handle.net/10362/5547>. **Academic paper**

Barbosa T. Análise da variação do consumo de recursos nos GDH's: projecto de investigação aplicada. [Final coursework for the Specialization Course in Hospital Management]. Lisbon: Escola Nacional de Saúde Pública. Universidade Nova de Lisboa; 2005.

A6 Digital material

1. Journal article

Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [Internet]. 2002 [cited 2002 Aug 12];102(6): e230. 23. DOI: 10.1097/00000446-

200206000-00031.

Available

from:

<http://www.nursingworld.org/AJN/2002/june/Wawatch.htmArticle>.

2. Internet monograph

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from:

<http://www.nap.edu/books/0309074029/html/>.

ILO – Promoting safe and healthy jobs: The ILO Global Programme on Safety, Health and the Environment (Safework). [Internet]. Geneva: International Labour Organization, 2004. [cited 2005 Jan 20]. Available from: https://www.ilo.org/global/publications/world-of-work-magazine/articles/WCMS_099050/lang--en/index.htm.

3. Homepage/website

Cancer-Pain.org [Internet]. New York, NY: Association of Cancer Online Resources; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Annexe B – Examples of references in the NP 405-1 and NP 405-4 standard version

NP 405-1 – PRINTED DOCUMENTS

The bibliography must comply with the NP 405-1 standard when writing bibliographic references for printed documents.

B1. Journal articles

1. Single author

In bibliographic references, in the case of up to three authors, they must be in alphabetic order (surname followed by the other names). In the case of more than three authors, please indicate the first author followed by [et al.].

RAISLER, J.; ALEXANDER, C.; O'CAMPO, P. – Breast-feeding and infant illness: a dose-response relationship? **American Journal of Public Health**. 9: 1 (1999) 25-30.

More than three authors:

MENNINI, T. [et.al.] — Diazepam increases membrane fluidity of rat hippocampus synaptosomes.

FEBS Letters. 173: 1 (1984) 255-258.

2. Institution or organisation as author

DIABETES PREVENTION PROGRAM RESEARCH GROUP – Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. **Hypertension**. 40: 5 (2002) 679-86.

3. Single author and institution or organisation as author

List them in the order they appear on the article:

VALLANCIEN, G.; EMBERTON, M.; HARVING, N.; VAN MOORSELAAR, R.J.; ALF-ONE STUDY GROUP – Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. **Journal of Urology**. 169: 6 (2003) 2257-2261.

4. With Digital Object Identifier (DOI):

ZHANG, M.; HOLMAN, C.D.; PRICE, S.D.; SANFILIPPO, F.M.; PREEN, D.B.; BULSARA, M.K. Comorbidity and repeat admission to hospital for adverse drug reactions in older adults: retrospective cohort study. **British Medical Journal**. 338 (2009) a2752. DOI:

10.1136/BMJ.a2752.

B2. Books and other monographs

1. Single author

ROBERTSON, L.S. – Injury epidemiology: research and control strategies. 2nd ed. New York: Oxford University Press, 1998.

ANDRADE, H. R.; BRANCO, M. J.; GONÇALVES, P. – *Gripe em Portugal: relatório anual 2003/2004*. Lisbon : Instituto Nacional de Saúde Dr. Ricardo Jorge. Ministério da Saúde, 2004.

2. Institution or organisation as author

EUROPEAN COMMISSION – Guidance on risk assessment at work. Luxembourg: Directorate-General for Employment. Industrial Relations and Social Affairs, 1996.

OBSERVATÓRIO PORTUGUÊS DOS SISTEMAS DE SAÚDE – *Incertezas: gestão da mudança na saúde: 2004 spring report*. Coimbra: Mar da Palavra Edições, 2006.

PORTUGAL. MINISTÉRIO DA SAÚDE. DGS – *Plano Nacional de Saúde: orientações estratégicas para 2004-2010*. Lisbon: Direcção Geral da Saúde, 2004.

WONCA INTERNATIONAL CLASSIFICATION COMMITTEE – ICPC-2: International Classification of Primary Care. 2nd ed. New York: Oxford University Press, 1998.

3. Book chapter

ARMENIAN, H. K. – Case-control methods. In: ARMENIAN, H.K.; SHAPIRO, S., ed. lit. – *Epidemiology and health services*. New York: Oxford University Press, 1998.23-26.

ADKINS, C.; RATNEY, R. S. – The application of risk assessment in the development of occupational health standards by the Occupational Safety and Health Administration. In: SMITH, C. M. [et al.] – *Chemical risk assessment and occupational health*. Westport: Auburn House, 1994.25-30.

B3. Conferences, congresses, and similar proceedings

BARARDO, A.; BENTES, M. – Financiamento de cuidados de saúde diferenciados. In: ENCONTRO NACIONAL DE ECONOMIA DA SAÚDE, 8, Lisboa, Escola Superior de Tecnologia da Saúde, October 23rd and 24th, 2003. Lisbon: Associação Portuguesa de Economia da Saúde, 2003. 10-

20.

CHRISTENSEN, S.; OPPACHER, F. – An analysis of Koza's computational effort statistic for genetic programming. In: FOSTER, J.A. [et al], ed. lit. – Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. 182-191.

DEBOYSER, Patrick – European drug policy. In: INFARMED MEETINGS, 1, Lisbon, January 24th and 25th, 1997 – Medicine: national policies for internationalisation. Lisbon: INFARMED, 1997.21-24.

B4. Legislation or legal documents (laws, decrees, ministerial directives, recommendations, etc.)

DECREE-LAW No. 301/02. D.R. 1st Series-A. 286 (2002-12-11) 7794.

DECREE-LAW No. 243/86. D.R. 1st Series. 190(1986.08.20) 2099-2106 – Which approves the General Regulation of Occupational Health and Safety in Offices and Services.

DECREE No. 47.512/67. Diário do Governo. 21. 1st Series. (25-01-1967) 126-128 – Sets forth the Regulation for Corporate Medical Services.

RECOMMENDATION No. 2012/417/EU. OJEU. L 194. 39-43 (2012-07-17) – Commission Recommendation on access to and preservation of scientific information.

B5. Dissertation, thesis, or academic paper

1. Thesis

BORKOWSKI, M.M. – Infant sleep and feeding: a telephone survey of Hispanic Americans. Mount Pleasant, MI: Central Michigan University; 2002. PhD thesis in Psychology.

2. Dissertation

CUNHA, Sofia Isabel Rasgado Rodrigues Monteiro da – *Planear e inovar: contributo para o planeamento de recursos com base nas necessidades autoavaliadas pela população com 65 e mais anos*. Lisboa: Escola Nacional de Saúde Pública. Universidade Nova de Lisboa; 2010. Master's Degree in Public Health. <http://hdl.handle.net/10362/5547>.

3. Academic paper

BARBOSA, T. – *Análise da variação do consumo de recursos nos GDH's: projecto de investigação aplicada*. Lisboa: Escola Nacional de Saúde Pública. Universidade Nova de

Lisboa, 2005. Final coursework of the 33rd Specialization Course in Hospital Management 2003/2005.

NP 405-4 – DIGITAL DOCUMENTS

The bibliography must comply with Portuguese Standard NP 405-4 when writing bibliographic references for computer documents. It ought to be in alphabetic order and the description elements are the same as in NP 405-1 in terms of the person responsible / author, and the date of consultation and e-mail address must also be noted.

B6. Journal articles

ARONSSON G.; GUSTAFSSON K.; DALLNER M. – Sick but yet at work: an empirical study of sickness presentism. [On line]. **Journal of Epidemiology and Community Health**. 54: 7 (2000) 502-509. [Consult. 20 Jan. 2005]. Available at <http://www.iech.bmiiournals.com/CGI/content/full/54/7/502>.

B7. Internet monograph

DUSSAULT, G.; DUBOIS, C. A. – Human resources for health policies: a critical component in health policies. [Online]. Washington DC: The International Bank for Reconstruction and Development. The World Bank, 2014. (NP discussion paper). [Consult. 20 Jan. 2005]. Available at

<http://documents1.worldbank.org/curated/en/614691468782380045/pdf/315040HNP0Health1cies0Dussault0Dubois.pdf>

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF LIVING AND WORKING CONDITIONS – Third European Survey on Working Conditions: data outcomes. [Online]. Dublin: European Foundation for the Improvement of Living and Working Conditions, 2002. [Consult. 20 Jan. 2005]. Available at http://www.eurofound.ie/working/3wc/3wcindex_8htm.

ILO – Promoting safe and healthy jobs: the ILO Global Programme on Safety, Health and the Environment (Safework). [Online]. Geneva: International Labour Organization, 2004. [Consult. 20 Jan. 2005]. Available at https://www.ilo.org/global/publications/world-of-work-magazine/articles/WCMS_099050/lang--en/index.htm

WORLD BANK – Better governance for development in the Middle East and North Africa. [Online]. Washington, DC: The World Bank, 2003. [Consult. 20 Jan. 2005]. Available at

<https://openknowledge.worldbank.org/handle/10986/15077>

Annexe C – Examples of citations using the Vancouver style

Numbered reference citations

You use in-text numbers – superscripted or in brackets – that refer to the concerned documents in the order they are cited. All citations related to the same document ought to have the same number. Specific parts (pages) of a document may appear after the numbers for the citations.

Here is the extract of a text as an example with the concerned numbered reference citations where the bibliography appears in the numerical order of the citations.

TEXT EXAMPLE:

... According to Goldstein (15) as modulation of lipid fluidity, particularly general and local anaesthetics (5 p. 585), benzodiazepine (8)...

REFERENCE EXAMPLE:

...

(5) Seeman P. The membrane actions of anesthetics and tranquilizers. *Pharmacol Rev.* 1972;24(4):583-655.

...

(8) Mennini T, et al. Diazepam increases membrane fluidity of rat hippocampus synaptosomes. *FEBS Lett.* 1984;173(1):255-8.

...

(15) Goldstein DB. The effect of drugs on membrane fluidity. *Annu Rev Pharmacol Toxicol.* 1984;24:43-64.

Annexe D – Examples of citations that comply with standard NP-405

According to standard NP-405, a citation will refer to the author's surname, year of publication, and page numbers in brackets if necessary. The list of bibliographic references ought to be in alphabetical order.

Author-date-place citations

Here is the extract of a text as an example with the concerned citations where the bibliography appears in the order of the citations in the text.

EXAMPLES:

Up to three authors:

Their surname or surnames and year of publication appear in brackets:

(...) although his performance in terms of epidemiology, prevention, and treatment has yet to be assessed (Campino; Pires; Abranches, 1996)

More than three authors:

Only the surname of the first author appears in brackets followed by et al. and the year of publication:

(...) we currently know (Devalia et al., 1997) that the ozone interferes with the activity (...)

Citations of works that the author did not consult:

Whenever the author did not read the actual citation or complete work and the citation appears through another author, the said citation must be preceded by Apud (according to, as per), in the work cited by, or op. cit. (in the work cited).

TEXT EXAMPLE:

T. Barbosa cited by Bentes (1998, p. 34) states that the variation of resource consumption in DRGs (...)

REFERENCE EXAMPLE:

BENTES, M. et al. – Using DRGs as a hospital financial tool. **Hospital Management**. 33: 9 (1996) 33-40.

If the name of the author is already an integral part of the text, only the year and page number or numbers should appear in brackets.

TEXT EXAMPLE:

According to Goldstein (47) as modulation of lipid fluidity, particularly general and local

anaesthetics (Seeman, 1972), benzodiazepine (Mennini et al., 1984, p. 585)...

REFERENCE EXAMPLE:

GOLDSTEIN, D. B. – The effect of drugs on membrane fluidity. **Annual Review of Pharmacology and Toxicology**. 24 (1984) 43-64.

MENNINI, T. [et al.] – Diazepam increases membrane fluidity of rat hippocampus synaptosomes. **FEBS Letters**. 173: 1 (1984) 255-258.

SEEMAN, P. – The membrane actions of anesthetics and tranquilizers. **Pharmacological Review**. 24:4 (1972) 583-655.

Documents with more than one author

The citation of documents with more than one author may be abbreviated and only refer to the name of the first author followed by 'et al.'

However, you must make sure that the abbreviation does not link the citation inadequately to the list of bibliographic references.

Documents by the same author with the same date

If the cited bibliography includes several documents by the same author with the same publication date, a letter ought to be added to the year (a, b, c...) in the citation and the reference to ensure that said citation corresponds to its reference.

TEXT EXAMPLE:

... les autres n'ayant pas été réétudiées depuis (FAVARGER, 1980a, 1980b), à l'exception du Pic...

REFERENCE EXAMPLE:

FAVARGER, C. – Un exemple de variation cytogéographique: la complexe de l'Erysimum grandiflorum-sylvestre. *Anales del Instituto Botánico A. J. Cavanilles*. 35 (1980a) 361-393.

FAVARGER, C. – Le nombre chromosomique de populations alticoles d'Erysimum des Picos de Europa. *Bulletin de la Société Neuchâteloise des Sciences Naturelles*. 100 (1980b) 93-105.

Annexe E – Cover and second page



**Escola Nacional
de Saúde Pública**

UNIVERSIDADE NOVA DE LISBOA

**Title (font size 14 in bold; we suggest that you do not exceed two lines in
the main title)**

Degree (font size 14)

Student name (font size 12 in bold)

Month and year (font size 12 in bold)



Escola Nacional
de Saúde Pública

UNIVERSIDADE NOVA DE LISBOA

Full title (font size 14 in bold)

(Pick one of the following options; font size 11)

Thesis for compliance with the requirements to obtain a PhD in (scientific field for PhD) carried out under the scientific guidance of...

Or

Dissertation for compliance with the requirements to obtain a Master's Degree in (scientific field for Master's Degree) carried out under the scientific guidance of...

Or

Assignment for compliance with the requirements to obtain a Master's Degree in (scientific field for Master's Degree) carried out under the scientific guidance of...

Or

Internship Report for compliance with the requirements to obtain a Master's Degree in (scientific field for Master's Degree) carried out under the scientific guidance of...

Or

Fieldwork for compliance with the requirements to obtain the Specialization Course in Hospital Management carried out under the scientific guidance of...

Month and year (font size 12 in bold)

