



MASTER TECHNIQUES FOR THE MANAGEMENT OF THE ENVIRONMENT AND TERRITORY

INSTRUCTIONS FOR THE PREPARATION AND PRESENTATION OF MASTER'S WORK

THE TFM SCHEME

The TFM should follow the following schedule type:

- Cover. The cover shall contain: name of the Master, title of the TFM, student's name, academic Tutor teacher's name, date.
- Executive overview and keywords: concisely, with a maximum of 1000 words (4-5 pages), her student it shall the work done and the main conclusions. It will end with a last line of the text of the summary which includes 4 to 6 keywords.
- Index or table of contents, with indication of the pages
- Alphabetical list of acronyms abbreviations used in the text
- Text of the TFM, according to the following scheme

-Introduction: It will include the presentation of the theme, the objectives of the study and the document outline

-Theoretical framework concept: from the literature review, will be a comparison and contrast of theories, ideas and visions that are considered relevant for the purpose of research

-Methodology: Will be adopted strategies, procedures and problems and difficulties encountered in the realization of the work.

-Evidence and discussion: this chapter lets discuss the evidence found from the quantitative information I qualitative used. The main results obtained to arguing the importance and scope of these will be presented in this chapter.

-Conclusions and recommendations: be collected here clearly and accurately the main conclusions of the work, as well as proposals and recommendations that can be used for future work in this area. Please compare the findings with the first objectives of the work and indicate if there have been anomalies.

- Bibliography
- Annexes: Materials relevant to the work are added in this part of the work: summaries of the interviews, examples of mapping or complementary statistical tables, questionnaires, etc.
- Student's Curriculum Vitae: at the end of the TFM shall include a brief student's Curriculum Vitae with studies and note media credits surpassed the master, as well as professional experience, active or not.

FEATURES AND FORMAT

The TFM will have the following features and format:

-Minimum length will be between 20,000-25,000 words (50-60 pages); including tables, graphs, maps, figures and bibliography (excluding annexes). The total maximum length (without annexes) must not exceed 100 pages.(50000 words).

-Pictures, tables, charts, figures and maps will be distributed throughout the document, and must be numbered in correlative Arabic numbers, followed by its title (descriptive and short). Its size must not exceed 1 page of. Otherwise they should be included as annexes. In its lower part must be the source of the data and whether they are homemade. Important details about them include in note form on his foot. Their number is only limited to the essentials for work. The rest may be included in the annexes.

-Abbreviations and acronyms are well spelled out and clearly defined when used for the first time in the text. A list of them is included in page at the beginning of the work, after the index.

EDITION OF THE WORK RULES. THE FOLLOWING ARE SET:

- Letter: Arial 10 point or Times New Roman 12 points
- Line spacing: Multiple, 1'5 lines
- Space after each paragraph: 6 points
- The page margins: top and bottom: 2'5 cm, left and right: 3 cm.
- Citations in the text:

Between parentheses, author (s) in lowercase, followed by coma, year, two points, home page, script, final page. (E.g.: Capel, 2002: 12-46;) Bénabent, 2007: 12)

- Bibliography:

It will go at the end of the work, by alphabetical order of authors, in accordance with the following model depending on whether a book, book chapter or article in magazine, printed or electronic:

BETHEMONT, j. (1980): Geography of the use of continental waters, Oikos-Tau.

CARMONA, M.A. (1999): "apiculture Seville at the end of the middle ages", Agrosociales studies and fishing vessels, no. 185, pp. 131-154

MURRAY, i., RULLAN, o. and BLÁZQUEZ, M. (2005): "the territorial footsteps of ecological deterioration. The background hidden from the tourist explosion in the Balearic Islands", Scripta Nova, vol. IX, no. 199, October 15, 2005,

University of Barcelona. Available at <http://www.ub.es/geocrits/nsn-199.htm>

ZOIDO, f. and OJEDA, j. (2003): "Diversity, inequality and territorial cohesion" in geography of Andalusia (López Ontiveros, a., coord.), edit. Ariel, pp. 777-812.

Author/Institution (year): document. Available at www.direction.URL. Date of consultation.

PRESENTATION

The Master thesis must be given in the Secretariat of the Faculty of Geography and History in the following way:

-You must provide an instance of delivery signed with the approval of the Director of labour

-Must submit 3 copies in print and 1 copy in electronic format (CDfile .pdf) to the Secretariat of the Centre and the Department.

-If you have many graphics in color, black and white copies may be, but is recommended to attach to each printed copy a CD with the color graphics.