



**GUIDELINES FOR THE SUBMISSION OF THE PHD DISSERTATION IN
GLOBAL HISTORY AND GOVERNANCE FOR THE FINAL EXAM**
(cycles 37th and 38th)

November 2025

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Introduction

Every PhD candidate in the Global History and Governance (GHG) Program of the Scuola Superiore Meridionale (SSM) and the Università di Napoli Federico II must complete and submit a dissertation that meets the academic and formal standards of the university as a prerequisite for the conferral of the doctoral degree.

This document provides information on submitting the dissertation for the final examination, the formatting requirements and the conditions for making the dissertation publicly accessible via the university repository. Candidates must adhere strictly to the following submission and formatting regulations.

Supervisors and external reviewers are not responsible for editing or proofreading the dissertation. Their assessment will focus on factual accuracy, clarity, and structural coherence, and they may draw attention to typographical or factual errors that affect meaning. However, the overall quality of presentation and linguistic precision will influence their final evaluation and recommendation regarding the award of the degree. Candidates are therefore strongly advised to review their dissertation thoroughly before submission, ensuring the consistent use of formal academic language and the elimination of typographical and spelling errors.

Legal Duration of the Program

The legal duration of the program is four years. A dissertation may not be submitted, nor the degree conferred, before the completion of this four-year period.

Submission of the Dissertation

The dissertation must be submitted to the GHG Board for internal approval by the end of the fourth year. This submission must take place four to six weeks prior to the date the completed dissertation is due to be forwarded to external reviewers.

Acceptance by the GHG Board

The GHG Board accepts the dissertation on the proposal of the advisor(s). The advisor(s) submit a written report and propose two external reviewers. The Board approves or rejects the proposed names. The advisor(s) send the report together with the dissertation to the external reviewers and, once both reviewers have approved it, to the jury members.

Final Report of the Student

Together with the dissertation, the student submits a final report. The report must include the following information for each year of the program:

- 1) a list of the courses and seminars attended at the SSM;
- 2) a list of the papers presented for courses examinations;
- 3) a list of the courses and seminars attended outside the SSM, especially those in which the student presented a paper;
- 4) a list of archives and libraries consulted.

If applicable, the report must also include:

- 5) details of stays abroad (status, host institution, duration, and name of the supervisor or mentor);
- 6) papers presented in conferences and workshop (either as an invitee or as a contributor selected in a CFP);
- 7) publications;
- 8) competitive grants received outside the SSM.

External Reviewers

Once the Board accepts the dissertation, it appoints two external reviewers, who must submit their written report within one month. The reviewers may either approve the dissertation for the final defense or require major revisions. In the latter case, the defense is postponed, and the student must resubmit a revised version after six months. The defense may then take place during the extraordinary session.

Postponement of Dissertation Submission

In accordance with Italian regulations (DM 226/2021) and the Università di Napoli Federico II regulations, the PhD candidate may request to postpone the dissertation submission by six or twelve months. The GHG Board may grant this extension. During this extension period, the candidate does not receive a scholarship and may not use any remaining research budget.

Application for the Final Examination and Degree

The PhD candidate must apply for the final examination and degree to the PhD Office of the Università di Napoli Federico II. The application form and submission deadline are available at the following address:

<https://www.unina.it/it/didattica/post-laurea/dottorati/esami-finali>

The PhD candidate is responsible for complying with all submission and application deadlines.

Doctor Europaeus

In accordance with Article 25 of the Regulations of the Università di Napoli Federico II, PhD candidates may be awarded the title of *Doctor Europaeus* provided that the following requirements are met:

- 1) the dissertation receives positive evaluations from two external reviewers affiliated with academic institutions located in European countries other than Italy;
- 2) at least one jury member is affiliated with an academic institution in a European country other than Italy;
- 3) part of the defense is conducted in a European language other than Italian;
- 4) the candidate has spent at least three months conducting research in a European country other than Italy.

Appointment of the Jury for the Final Examination

The Board appoints the jury, which consists of three regular members and two substitutes, with consideration given to achieving gender balance. At least two jury members must be affiliated with institutions other than the Università di Napoli Federico II. One of the advisors may serve as a member of the jury. Final examinations usually take place within five months after the dissertation submission.

N.B.: These provisions do not apply to dissertations prepared under a co-tutelle agreement, for which the terms of the established individual agreement shall prevail.

Online Submission of the Dissertation

The Università di Napoli Federico II requires the online submission of electronic dissertations through its repository at www.fedoatd.unina.it. The dissertation must be uploaded as a properly formatted, non-password-protected PDF file by the deadline established by the Università di Napoli Federico II for each degree conferral session. Dissertations must be submitted in their final format, as described in the **Formatting Guidelines** section. Candidates are required to review the formatting requirements carefully before submitting their work.

Making the Dissertation Publicly Available

Dissertations are made available online through FedDOAtd, the open-access repository for doctoral dissertations of the Università di Napoli Federico II. The regulations governing the deposit of PhD dissertations are based on the principle that the dissertation must be made public as evidence of the candidate's academic achievement. A doctoral thesis constitutes an original contribution to knowledge and therefore cannot remain confidential.

Access to dissertations is restricted only in exceptional circumstances. If an embargo is necessary, the GHG Board determines its duration. The student is responsible for requesting the embargo. The Università di Napoli Federico II oversees the deposit of the dissertation in the ministerial database and in the national libraries of Rome and Florence (art. 14, DM 226/2021).

The submission becomes final when the dissertation has been uploaded and submitted to FedOAtD. No further modifications are permitted thereafter.

Deposit in the GHG Archives

A hardbound paper copy of the approved dissertation is deposited in the GHG Archives.

Language of the Dissertation

The dissertation is ordinarily written in English or Italian. Upon deliberation of the GHG Board, it may be written in another language. Both British and American English are accepted; however, consistency must be maintained throughout the entire text.

Formatting Guidelines

The following instructions specify the required format for the dissertation.

Front and Back Matter

Every dissertation must include a table of contents listing at least the major headings.

The order of sections should be as follows:

1. Title page
2. Abstract
3. Table of Contents
4. Front Matter
5. Body of Text
6. Back Matter

The *Front matter* may include acknowledgments, a dedication, a list of illustrations or tables, a glossary of terms, one or more epigraphs, or relevant quotations at the beginning of the dissertation or its chapters.

The *Back matter* may include appendices, a bibliography, supplemental materials (such as additional figures or tables), and, in rare cases, an index.

Length

Candidates should write concisely, providing clear and adequate exposition. The main text of most dissertations is typically between 300 and 500 pages in length. All dissertations must be divided into appropriate sections, chapters, and paragraphs. The GHG program discourages excessively long or wordy dissertations.

Physical Requirements

Title Page

The dissertation must begin with a title page prepared according to the format specified in Annex 1. The title should be concise, accurate, and consistent with the content of the dissertation.

Abstract

An abstract of no more than 350 words must follow the title page and be numbered as page ii. The abstract should state the research problem, describe the methods and procedures employed, and summarize the principal results or conclusions. It must be one-and-a-half-spaced.

Margins

All margins must be at least 2,5 centimeters.

Spacing

The main text of the manuscript must be one-and-a-half-spaced, except where single spacing is conventionally used,

such as footnotes, indented quotations, tables, appendices, or bibliographies.

Typeface

The dissertation must be written in Times New Roman to ensure compatibility and long-term digital preservation. No other typefaces are permitted. Script, ornamental, or proprietary fonts must not be used.

Font Size and Color

The body of the text must be set in a 12-point font size. Footnotes must be in a 10-point font size. The font color must be black.

Body of Text

Consistency is essential. The same font and typeface must be used throughout the dissertation, including in the main text, headers, page numbers, and footnotes. Exceptions are allowed only for tables or figures produced using different technologies or by graphic designers.

Pagination

All pages in the dissertation must be numbered, except for the title page.

Preliminary pages (such as abstract, table of contents, list of tables, figures, or illustrations, and any preface) must be numbered with lowercase Roman numerals (i, ii, iii, iv, v...). The page number must appear centered either at the top or the bottom of the page.

The main text must be paginated with Arabic numerals (1, 2, 3, 4, 5...), beginning with page 1 on the first page of the text. Page numbers must appear in a consistent position throughout the dissertation, either centered at the top or bottom.

Every page must contain text or images. If a blank page is intentionally inserted, it must include the centered note “Page intentionally left blank.”

Pagination must be continuous throughout the entire dissertation, including tables, figures, illustrations, appendices, and the bibliography or index. The first page of each chapter is assigned a page number, but it is customary not to print the numeral on that page.

Letter suffixes (such as 10a, 10b...) are not allowed.

Candidates must verify pagination carefully to ensure that all pages are correctly numbered and accounted for.

Figures and Tables

Figures and tables must be placed within the text, positioned as close as possible to their first mention. They must not be placed collectively at the end of a chapter or at the end of the dissertation.

Each figure and table must have a unique number and title. Numbering may be continuous throughout the dissertation or organized by chapter (e.g., Figure 1.1, Figure 1.2, Table 2.1, Table 2.2), but the chosen system must be used consistently. The words “Figure” and “Table” must be written in full and capitalized.

Tables must have their headings placed above the table; figure captions must be placed below the figure. If a figure occupies an entire page, its caption should appear alone on the preceding page, centered vertically and horizontally within the margins. In such cases, both the caption page and the figure page must have consecutive page numbers.

If a figure or table extends beyond one page, each subsequent page must repeat the label and include the notation “(Continued)” (e.g., Figure 5 (Continued)). The same rule applies to tables. When a title appears on a preceding page,

the list of figures or tables must cite the page number containing the title.

Figures and tables may be placed either within the main text (with narrative above or below) or alone on a page. If placed alone, they must be centered within the margins. Each page must be numbered and clearly labeled.

Consistency of format, spacing, and typography in all figure captions and table headings is mandatory throughout the dissertation.

Horizontal Figures and Tables

Figures or tables oriented horizontally must be positioned so that the top of the figure or table appears on the left-hand side of the page, aligning with the dissertation spine when bound.

Page numbers must remain in the same location on all pages, centered at the bottom. The page number must not appear beneath the figure or table.

Supplemental Material, Figures and Tables

Supplemental figures and tables must be included in an appendix at the end of the dissertation. They must not be placed at the end of individual chapters.

Visual Material

Original illustrations, photographs, and fine-art prints must be scanned and embedded in the dissertation PDF. The images must be of sufficient resolution to ensure accurate digital reproduction.

Use of Copyrighted Material & Permission Letters

If copyrighted material belonging to others is used in the dissertation, the student must give full acknowledgement of the author and publisher. When a quotation or reproduction exceeds “fair use,” the student must obtain written permission from the copyright holder. Copyright permission letters must be uploaded as supplemental files with the online dissertation submission, clearly titled *Permission Letters*.

Permission to use copyrighted material must be obtained directly from the copyright holder. If the student includes previously published material of their own for which publication rights have been transferred to a publisher, the student must obtain permission from that publisher to include the material in the dissertation. Such permission must authorize use of the material in all forms and media, including but not limited to digital and electronic dissemination.

If the student intends to publish material that will later form part of the dissertation, permission to reuse the published content must be secured from the publisher prior to publication.

When reproducing images or quotations from materials held by libraries, archives, museums, or similar institutions, the student must comply with the specific permission policies of those repositories.

Acknowledging the Work of Others

Students are responsible for properly acknowledging all sources of information, ideas, data, and visual materials used in their dissertations. Failure to do so constitutes academic misconduct and plagiarism.

Notes and Bibliography

Students must follow the citation practices customary in their discipline and the recommendations of their advisor. In all cases, the *Chicago Manual of Style (18th ed.)*, *Notes and Bibliography* system is the general reference standard unless otherwise approved by the GHG Board. Consistency is essential: all citations must include complete publication details while avoiding unnecessary information.

Textual notes that provide bibliographic reference, supplemental information, or explanations not included in the main

text must appear as footnotes at the bottom of the page. This placement ensures proximity to the referenced passage. Lengthy footnotes may be continued onto the following page. Footnote numbering must restart at the beginning of each chapter and continue sequentially within that chapter. Footnotes may be single-spaced within each entry, with one-and-a-half spacing between separate notes.

The bibliography must be paginated consecutively following the main text, and the page-number placement must follow the same rule as in the rest of the dissertation. Entries may be single-spaced within each citation, with one-and-a-half spacing between entries.

Citation & Style Guides

For dissertations written in **English**, the **Chicago Manual of Style, 18th edition**, must be used. See <https://www.chicagomanualofstyle.org/home.html>.

For dissertations written in **Italian**, follow the instructions provided in Annex 2.

Examples of citation formats:

BOOK

Generic format

Note: Author, Title (Publisher, Year), page(s).

Bibliography: Author. Title. Publisher, Year.

Notes

Jane Burbank and Frederick Cooper, *Empires in World History: Power and the Politics of Difference* (Princeton University Press, 2010), 45.

Shortened note: 3. Burbank and Cooper, *Empires in World History*, 45.

Bibliography

Burbank, Jane, and Frederick Cooper. *Empires in World History: Power and the Politics of Difference*. Princeton University Press, 2010.

CHAPTER IN AN EDITED VOLUME

Generic format

Note: Author, "Chapter Title," in *Book Title*, ed. Editor (Publisher, Year), page(s).

Bibliography: Author. "Chapter Title." In *Book Title*, edited by Editor. Publisher, Year.

Notes

Allon Vishkin et al., "Religion, Emotion Regulation, and Well-being," In *Religion and Spirituality Across Cultures*, ed. Chu Kim-Prieto (Springer, 2014), 246.

Shortened note: Vishkin et al., "Religion, Emotion Regulation, and Well-Being," 248

Bibliography

Vishkin, Allon, Yochanan Bigman, and Maya Tamir. "Religion, Emotion Regulation, and Well-being." In *Religion and Spirituality Across Cultures*. Edited by Chu Kim-Prieto. Springer, 2014.

JOURNAL ARTICLE

Generic format

Note: Author, "Article Title," *Journal Title* volume, no. issue (Year): page(s).

Bibliography: Author. "Article Title." *Journal Title* volume, no. issue (Year): page range.

Notes

Sheldon M. Garon, "State and Religion in Imperial Japan, 1912-1945," *Journal of Japanese Studies* 12, no. 2 (1986): 273–82.

Shortened note: Garon, "State and Religion in Imperial Japan," 273–82.

Bibliography

Garon, Sheldon M. "State and Religion in Imperial Japan, 1912-1945." *Journal of Japanese Studies* 12, no. 2 (1986): 273–302.

NON-LATIN-ALPHABET LANGUAGES

Works in non-Latin scripts (Japanese, Chinese, Arabic, Cyrillic, etc.) should be cited in Romanized form. The preferred romanization system should be standard and consistent (Hepburn for Japanese, Hanyu Pinyin for Mandarin Chinese, etc.). Original script and translation may be included in brackets after the romanization if it adds clarity.

Generic format (book)

Note: Author, *Romanized Title* [Original Script Title; Translation] (Publisher, year), page(s).

Overall Formatting

After completing all revisions, students must review the entire dissertation to ensure that all formatting and submission requirements have been met before uploading the final version online.

Annex 1: Sample Title Page

Logos of the Università di Napoli Federico II and the Scuola Superiore Meridionale

Università di Napoli Federico II – Scuola Superiore Meridionale
PhD Program in Global History and Governance

[Title and Subtitle]

A dissertation presented by

[full name of the author]

in partial fulfillment of the requirements for the degree of Doctor of Philosophy in
Global History and Governance

Dissertation Advisor: Professor...

Dissertation Advisor: Professor...

[Month and year of the submission of the completed dissertation]

Annex 2: Style Manual for Dissertation Written in Italian

Le note, a piè di pagina, possono essere fatte nel modo seguente (NB: **in ogni caso è importante attenersi al sistema scelto in maniera coerente dall'inizio alla fine del testo**):

Note a piè di pagina:

a. Libri:

Se citati per la prima volta: Nome per esteso e Cognome dell'autore, *titolo* (in corsivo), Luogo di edizione, Casa editrice, Anno, p. o pp. Per esempio: Silvio Pons, *Stalin e la guerra inevitabile*, Torino, Einaudi, 1996, p. 26;

Se già citati in precedenza: Cognome autore, *Parte rilevante e abbreviata del titolo* (in corsivo), p. o pp. Per esempio: Pons, *Stalin*, p. o pp.

b. Articoli da riviste:

Se citati per la prima volta: Nome esteso e cognome autore, *Titolo*, «Nome rivista», annata (anno), numero, p. o pp.;

Es. Charles S. Maier, *Consigning the Twentieth Century to History: Alternative Narratives for the Modern Era*, in «American Historical Review», 105 (2000), n. 3, pp. 807-831.

Se già citati in precedenza: Cognome autore, "Parola rilevante titolo," p. o pp.

Esempio: Maier, *Consigning the Twentieth Century*, p. o pp.

c. Saggi in volumi collettanei:

Se citati per la prima volta: Nome esteso e cognome autore, *Titolo* (in corsivo), "in" Nome esteso e cognome curatore, *Titolo* (in corsivo), Luogo di edizione: Casa editrice, Anno, p. o pp.

Es.: Gianfranco Pasquino, *Lo sviluppo politico*, in G. Sartori (a cura di), *Antologia di scienza politica*, Bologna, il Mulino, 1970, pp. 419-472.

Se già citati in precedenza: Cognome autore, *Parola rilevante titolo* (in corsivo), p. o pp.

Es.: Pasquino, *Lo sviluppo politico*, p. o pp.

d. Materiali online. I materiali online vanno citati in modi diversi a seconda del tipo di materiale.

Edizioni digitali di testi originariamente a stampa: citare il testo come se fosse un normale testo a stampa, indicando la banca dati dalla quale è stato tratto. Es. J-Stor, Project Muse, Gallica, ecc.

Materiali in formato esclusivamente digitale: in questo caso indicare gli estremi del testo consultato (autore, titolo, data di pubblicazione), oppure del sito, l'indirizzo del sito web, la data di consultazione (tra parentesi tonde).

Per riferirsi in nota all'opera citata alla nota precedente si usa:

- *Ibidem* o *Ibid.*: sia che la pagina sia la stessa sia che la p. sia diversa

Es.:

1 Pons, *Stalin*, p. 79.

2 *Ibid.* oppure *Ibid.*, p. 86.

Bibliografia finale:

a. Libri:

Cognome, Nome per esteso e dell'autore, *titolo* (in corsivo), Luogo di edizione, Casa editrice, Anno, p. o pp.

Es.: Pons, Silvio, *Stalin e la guerra inevitabile*, Torino, Einaudi, 1996.

b. Articoli da riviste:

Cognome, Nome per esteso e dell'autore, *titolo* (in corsivo), Luogo di edizione, Casa editrice, Anno, p. o pp.

Es.: Maier, Charles S., *Consigning the Twentieth Century to History: Alternative Narratives for the Modern Era*, in «The American Historical Review», 105 (2000), 3, pp. 807-831.

c. Saggi in volumi collettanei:

Cognome autore, Nome esteso, *Titolo* (in corsivo), “in” Nome esteso e cognome curatore, *Titolo* (in corsivo), Luogo di edizione: Casa editrice, Anno, p. o pp.

Es.: Pasquino, Gianfranco, *Lo sviluppo politico*, in Giovanni Sartori (a cura di), *Antologia di scienza politica*, Bologna, il Mulino, 1970, pp. 419-472.