

GUIDELINES for thesis' writing - GLEB and EE Programs

Section 1. Thesis Writing: General Rules and Steps

Your supervisor is your primary guide throughout every stage of the thesis writing process. The following general rules and steps will be useful as you begin:

Step 1: Initiating your literature search

Once you have agreed your topic with your supervisor, start your literature search by using Google Scholar and doing a keyword search related to your chosen topic. This will generate a list of articles, books and scientific reports, along with their publication dates. This initial list will serve as a solid foundation for your bibliographic research, which you can then adapt to suit your specific research question. A practical approach is to read the abstracts of the papers and documents that appear in your search results, as these are almost always available. Once you have selected any bibliographic material that could be helpful, follow the instructions below:

Step 2: How to retrieve your Master's Thesis references

1st option:

1. Make sure to be connected to the UNICAS Wifi Network "eduroam".
2. Open the browser, and search for JSTOR.
3. Among the appeared results, click on "JSTOR Home".
4. A new web page will open: on the right side of the upper part of the web page you will find an access page.
5. Login with Google. Select the @studentmail.unicas.it email account and insert all the required passwords. You are in, you can start searching.
6. Click on the search bar and type the title of the article/book, authors' names and year of publication of the article/book.
7. A list of alternative results will appear. Click on the article/book name you want and open it. You will find the article/book open and ready to be downloaded.

If the reference you are looking for is not accessible, then opt for the 2nd option.

2nd option:

Go to the library's back office on the first floor of the La Folcara building, next to the Aula Magna, where the librarians can help you. They may be able to arrange an interlibrary loan for articles and books. These can be downloaded in PDF format. Below are the two steps to request an interlibrary loan of an article or book:

STEP 1	Register on NIDLE <ul style="list-style-type: none">• Go to the website: nilde.biblio.enea.it• Create an account as a user of the Law/Economics Library - University of Cassino• Use your institutional email (ending in @unicas.it)• Choose NO when asked if you have a GARR IDEM identity.
STEP 2	Make a request (always from your NILDE account): <ul style="list-style-type: none">• Click on Insert New Request• Choose the type of document:<ul style="list-style-type: none">○ Article○ Book chapter• Then click on Insert Request again• Fill in the details (like title, author, journal name, etc.)
Important Note	<ul style="list-style-type: none">• Before sending the request, we have to check if the library already has the journal or book.

	<ul style="list-style-type: none"> ○ Use this link: https://www.sba.unicas.it → choose "Resources" → "E-Journals / E-Books" • In the request form, don't leave the fields blank (e.g. title, journal/book name, etc.)
Library contacts	<ol style="list-style-type: none"> 1. biblioage@unicas.it 2. r.ricci@unicas.it (Ms. Rossella Ricci) 3. a.sinagoga@unicas.it (Ms. Antonella Sinagoga)

Step 3: General Thesis Structure

Your thesis usually follows a clear structure to be agreed with your supervisor: a **table of contents**, an **introduction**, a minimum of **three chapters**, **conclusions**, and a **bibliography**. It is best to map out this structure after your initial literature search and a preliminary review of relevant sources. These early steps will help you outline how your chapters will be organized, their main content, and how they logically connect.

Section 2. General Rules of Conduct:

It is vital to maintain regular communication with your supervisor throughout the entire thesis writing process. You must follow your supervisor's advice and avoid the following, for instance:

- **Only contacting your supervisor at the very beginning to discuss the thesis assignment**, and then failing to provide regular updates on your progress
- **Presenting only a final version of your work** that has not been discussed with your supervisor as it developed
- **Submitting material that is not your own original work**
- **Omitting the references to used sources**
- **Using AI tools unethically** (see section below)

Section 3. Proper use of AI tools:

1. Protect the creative process

AI must not replace original thinking or analysis—its role should be to support and help students work, not substitute it.

2. Transparency: full disclosure requirement

Students must cite any AI tools used in the bibliography or citation section—mentioning the LLM name, version, and specific tasks it was used for in developing the thesis.

3. Examples of unethical use of AI tools that are prohibited:

- Generating or analyzing sensitive or personal data
- Producing custom datasets or survey results
- Producing texts generated by AI tools