

# A 4-STEP GUIDE TO MY THESIS

## 1 - KICK-OFF OF YOUR RESEARCH WORK

Topic visible and declared "in preparation" after following the administrative registration



## 2 - LIBRARY SERVICES AT UT CAPITOLE



**Workshops:** Setting up alerts, Managing your references (with ZOTERO), Formatting of your manuscript (with WORD)

**One-on-one Appointments with a research librarian**

**Individual study carrels** – Purchase recommendation – Interlibrary loan

## 3 - PREPARATION OF THE ADMINISTRATIVE DEFENSE FILE

Submission of the PDF version of your manuscript and Authorization of publication (Doctoral School)

Request for the library discharge

Plagiarism Checking



## 4 - VISIBILITY OF YOUR THESIS



Free or restricted access to your manuscript



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