

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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