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**1. DEGREES AND PROFESSIONAL TITLES**

The Universidad Peruana de Ciencias Aplicadas (UPC) grants the Academic Degrees and Professional Titles offered by its different schools in the majors and modalities set forth in the University's General Statutes.

These Policies and Procedures refer to the academic degree of Bachelor and the professional title of Licentiate or their equivalents under any other name,

**2. STATUS OF GRADUATE**

To be considered a graduate of a major, students must:

- a. Have obtained all credits and attended all lectures required by the curricular plan of their major during the course of their studies, of which a minimum of 60 credits should have been studied and passed at this University.
- b. Hold an English fluency certificate, as per the Humanities Area regulations and records.
- c. Have accumulated internship credits, as established in the respective regulations
- d. Have carried out all elective and mandatory extra-curricular activities, as established in the respective regulations.
- e. Obtain a graduation certificate.

For graduates of the Division of Professional Studies for Executives (EPE), Items (c) and (d) hereinabove shall not apply.

**3. OBTAINMENT OF THE ACADEMIC DEGREE OF BACHELOR**

The requirements for obtaining a Bachelor's Degree are shown below:

- a. Certificate of Graduation.
- b. Record of compliance with obligations and commitments in the Degree Certification Office of the Registrar's Office, the Library and the Office of Treasury.

**4. OBTAINMENT OF PROFESSIONAL TITLE**

The requirements for obtaining a Professional Title are shown below:

- a. A Bachelor's degree
- b. Pass one of the following methods for obtaining the title:
  - i. Sustain a thesis or professional project and obtain a passing grade
  - ii. Sustain and pass a report detailing three years worth of work experience following graduation, in work related to the study program.
  - iii. Take a professional competence examination, consisting of passing a written test and its oral justification on a selected subject.
  - iv. Complete a professional refresher program and pass the evaluations envisaged therein.
  - v. The appropriate methods for each program are defined by the respective school.

**5. SHARED ASPECTS OF THE MODALITIES FOR OBTAINING AN ACADEMIC DEGREE**

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**5.1 The Jury**

The awarding of academic degrees is the responsibility of a Jury appointed by each school.

**5.2 Formation of the Jury**

The Dean, working together with the respective Program Director, appoints the members of the Jury, which is made up of three members, and appoints one of them as the president.

The Jury members must be professors at the University and hold the title of Licentiate or a Master's Degree.

**5.3 The Advisor**

The Advisor of the thesis or professional project is a professor at the University, appointed by the Program Director.

The graduate may propose one or more names. On an exceptional basis, the graduate may use noted professionals from outside the University as consultants. In such cases, the Advisor oversees the compliance with the institutional principles and regulations, and acts as a liaison between the consultant and the University.

The Advisor has the authority to determine whether the work done meets the requirements of the chosen modality.

The Advisor shall approve the presentation of the thesis or Professional Project if he feels that the work has been satisfactorily completed and is ready to be defended.

The Advisor does not form part of the Jury, and may participate with the right to speak, but not to vote, in the defense of the thesis or Professional Project and in the Jury meetings to which he/she is invited.

**5.4 Processing**


The graduate shall submit to the Degrees and Professional Titles Office of the Registrar's Office, no less than seven (7) days beforehand, three (3) printed copies of the completed work, endorsed by the Advisor. The printed version of the document shall be prepared in accordance with the Cyberthesis methodology, as explained herein below and detailed in the annexes hereto.

The Registrar's Office forwards the copies received to the school, which distributes them among the members of the Jury.

Each Jury member issues an informed opinion on the quality of the work and its development, within a maximum term of fifteen (15) calendar days. The opinions may be favorable or unfavorable. In the event of one or more unfavorable opinions, the Dean shall call on the Jury members to reach a joint opinion. If the unfavorable opinions prevail, they shall be forwarded within a maximum term of thirty (30) days, with the respective objections, to the graduate in order to be rectified.

The Program Director informs the Degrees and Professional Titles Office of the Registrar's Office when the Jury's final opinion is favorable, within a maximum term of seven (7) days.

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The Degrees and Professional Titles Office of the Registrar's Office, in coordination with the respective Dean, or by delegation of said Dean, with the respective Program Director, establishes the date and time of the public act for the defense of the thesis or Professional Project, within a term not to exceed thirty (30) calendar days, counted as from the reception of the information from the Dean referred to in the preceding paragraph.

**5.5 Defense of the Thesis or Professional Project**

The graduate presents the work to the Jury in a public act. The presentation cannot be read, nor last more than forty minutes. Once the Jury's questions have been asked and answered, the Jury deliberates in private and determines the grade. The Jury's deliberations are confidential and secret, and shall performed in the same act. The secret grade is expressed using printed forms. The President of the Jury publicly announces the grade assigned.

The Jury's decision is final and binding.

**5.6 Grades**

The grades assigned may be passing or failing.

A passing grade must be determined unanimously. Passing grades may be assigned within the following range, agreed to by majority opinion:

- a. Approved
- b. Remarkable
- c. Outstanding

In truly exceptional circumstances, the grade of Outstanding *Summa Cum Laude* may be granted.

The grade is recorded in the corresponding certificate, signed by the Jury in the same act.

A failing grade shall allow the graduate, for one more time only, to attempt to obtain the degree or title under the same or another modality.

**5.7 Final Version**

The approved version of the work--which, where applicable, shall incorporate the Jury's comments and the formal corrections necessary, at the Jury's criteria, endorsed by the President of the Jury or the Program Director--shall be submitted in Word, in accordance with the text markup process indicated in the Cybertesis methodology. A printed and bound copy shall be submitted to the Degrees and Professional Titles Office, along with two digital copies, which shall be distributed to the Degrees and Professional Titles Office of the Registrar's Office, the respective School, and the Library.

Likewise, when submitting the final version of the thesis, the author(s) shall fill out and sign the authorization form for the publication of electronic theses.

The reception of this final version is a requirement for the granting of the corresponding title.

**6. MODALITY OF SUBMISSION AND APPROVAL OF THESIS OR PROFESSIONAL PROJECT**

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**6.1 Definitions**

When choosing this modality, the graduate shall submit:

- a. Thesis, which is a research paper.
- b. Professional Project, which is an applied work on topics pertaining to the profession. This may be a specialized project or a comprehensive project. It may also be multidisciplinary.

**6.2 Editing and Publication in Cybertesis**

For the editing and publication of the thesis, UPC has selected the Cybertesis methodology, an operating platform that allows for online access to the complete text of the electronic thesis, using international standards on digital publication and technologies that facilitate the consultation and exchange of information.

The thesis and the professional project are reviewed by a proofreader, appointed by the General Education Area.

All students who defend a thesis or professional project must edit their works using the Cybertesis methodology. Doing so is a requirement in order to obtain the degree or professional title.

**6.3 Thesis or Professional Project Plan**

The interested party shall inform the Degrees and Professional Titles Office of the Registrar's Office of the topic of the thesis or professional project while taking the course established for such purpose.

Thesis or professional project topics will not be approved when they deal with matters that have already been registered with the Degrees and Professional Titles Office of the Registrar's Office, or, as applicable, defended in the twelve months prior to the submission thereof, except with the favorable report of the respective Dean.

The student shall submit to the Degrees and Professional Titles Office of the Registrar's Office a thesis or professional project plan containing the following information:

- a. Cover page
- b. Topic and title
- c. State of purpose
- d. Objectives
- e. Achievement indicators for the objectives
- f. Description of content
- g. Activity plan and timeline
- h. Initial bibliography

The plan shall be endorsed by the respective Advisor. It is then evaluated and approved by the Program Director, or, as applicable, objected to by said Director for the corresponding corrections. The graduate may only register one plan at a time.

Any changes to the plan shall only be admitted with the approval of the Advisor. The plan may be changed one time only.

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When submitting the plan, it should be indicated whether it refers to an individual or group project. In the latter case, the maximum number of group members is three. On an exceptional basis, the Dean may authorize a greater number of group members, provided they do not exceed five. Group works shall be defended on an individual basis.

**6.4 Development and Validity of the Thesis or Professional Project**

Once the plan is approved, it shall be carried out in accordance with the included timeline, which shall not exceed one year. If this time will be exceeded, the graduate must request--prior to the expiration thereof, and with the favorable opinion of his/her Advisor--an extension of the term for up to six (6) more months. If the request is not approved or the new term expires, the plan is revoked.

Graduates who wish to once again attempt to obtain their Professional Title under this same modality shall submit a new plan, subject to the same standards.

**7. MODALITY OF OBTAINMENT OF ACADEMIC DEGREE THROUGH WORK EXPERIENCE**

**7.1 Schedule**

The schedule for obtainment of an academic degree through Evidence of Work Experience is published at the beginning of each academic year.

**7.2 Submission and Evaluation of the Curriculum**

The graduate submits a report detailing his/her work curriculum and experience. Work experience is considered that gained following the completion of the respective major.

The Degrees and Professional Titles Office of the Registrar's Office forwards the copies received to the school, which distributes them among the members of the Jury.

The members of the Jury study the report, reaching a decision within fifteen (15) calendar days regarding whether the experience indicated is sufficient to continue with the process for obtainment of the academic degree. They issue their informed opinion on the quality thereof.

The opinions may be favorable or unfavorable. The Jury meets to reach a joint opinion. In the event that this opinion is unfavorable, it is immediately forwarded, with the respective objections, to the graduate for the correction thereof. In the event of a favorable opinion, the Jury indicates the most suitable project to be presented in the defense.

**7.3 Selection of Project Subject Matter of Defense**

The Dean shall inform the interested party of the Jury's decision, and, as applicable, the date and time for the act, in coordination with the Degrees and Professional Titles Office of the Registrar's Office, which shall be held within a maximum of forty-five (45) days, for the adequate preparation and documentation of the project by the graduate.

The Dean likewise appoints a professor at the University to advise the graduate with regard to the presentation of the report and its defense.

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**7.4 Processing**

Once the defense date has been set, the graduate shall submit, no less than seven (7) days beforehand, three copies endorsed by the Advisor.

**8. MODALITY OF PROFESSIONAL COMPETENCE EXAMINATION**

**8.1 Programming**

The program for obtainment of an academic degree through the Professional Competence Examination is published by the Degrees and Professional Titles Office of the Registrar's Office, when it is offered, at the beginning of each academic year.

This program indicates those topics related to the different areas in which the School offers majors eligible for consideration as the subject matter of said examination. The program includes a calendar.

**8.2 Selection of Topics**

Graduates interested in obtaining their academic degree through this modality select three of those topics, registering them with the Degrees and Professional Titles Office of the Registrar's Office, and are given forty-five (45) days to prepare.

**8.3 Written Test and Defense**

The written test is taken at the University premises determined by the Degrees and Professional Titles Office of the Registrar's Office, within a maximum time of eight (8) hours, and with a maximum length of twenty (20) pages, double-spaced, making use of the equipment assigned and the information that the graduate deems suitable.

The oral defense takes place immediately afterward.

**9. MODALITY OF OBTAINMENT OF ACADEMIC DEGREE THROUGH A PROFESSIONAL COMPETENCY REFRESHER PROGRAM**

**9.1. Conditions**

When choosing to obtain a Professional Title under this modality, the graduate must complete a Professional Competency Refresher Program approved by the Office of the Vice-Rector for Academic Affairs, at the proposal of each School. Likewise, the graduate must attend at least 75% of the academic activities that form part of the program and pass the assessments established therein.

This modality may be chosen by those who have completed their major at least one (1) calendar year prior to the start of the program.

Graduates who do not pass the Professional Competency Refresher Program in which they have enrolled can only attempt one more time to obtain their Professional Title under this modality.

**9.2. Schedule**

The Schools announce, through the Degrees and Professional Titles Office of the Registrar's Office,

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the annual calendars for their corresponding Professional Competency Refresher Programs.

**10. FINAL PROVISIONS**

On an exceptional basis, the Dean may delegate to the Program Director the performance of the responsibilities under his competence in accordance with these Policies and Procedures.

The Dean may rule on those situations not provided for in these Policies and Procedures, in consultation with the Office of the Vice-Rector for Academic Affairs.

These Policies and Procedures are interpreted pursuant to, and amended by, Resolution of the Office of the Vice Rector for Student Affairs.

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## ANNEX 1

### PARTS OF THE THESIS OR PROFESSIONAL PROJECT

According to the forms proposed by Cybertesis standards, those theses or professional projects that will be published on the Cybertesis website are divided into four parts, as detailed herein below.

#### 1. COVER PAGE

This is the cover, and must contain the following information: logo and name of the university, name of the School and the Major, title of the thesis or professional project, degree or title to be obtained, Advisor's name, and place and date of submission.

#### 2. PRELIMINARY SECTION

Dedication\*: Optional page in which the author(s) may mention one or more persons to whom they wish to dedicate their thesis or professional project.

Acknowledgments\*: Optional page in which the author(s) may mention the persons or institutions that contributed to or supported their work.

Summary: Includes the topic, the parts into which the content is divided, the main idea, and the final conclusion. The summary shall not be more than one page in length.

Grade: This part is optional, and consists of the inclusion of the digital version of the grading certificate after the cover page.

Table of contents: Created using the Word program at the end of the markup process.

Index of figures and tables: Created using the Cybertesis template, at the end of the markup process.

#### 3. BODY OF THE THESIS

**Introduction:** Used as an introduction to the paper as a whole. This will tell the reader what the author's intentions are. In general, the components of an Introduction include the introduction of the topic and its background, the establishment of the paper's main idea, the objectives, the nature of the information sources, and finally, the scope and limitations of the paper.

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**Chapters:** The chapters are the sections into which the author has decided to divide the paper. They form the main part of the thesis or research paper. It is in the chapters that the author discusses, defends, and presents the main ideas of the paper. When working in Cybertesis, NO MORE than seven (7) levels of sub-chapters can be used. For example, a sub-chapter numbered 3.2.1 is a third-level sub-chapter.

**Conclusions:** Conclusions are statements derived from others, i.e., based on and justified by the foregoing statements. They are derived from all of the content that has been set forth in the chapters. Conclusions are not summaries or syntheses, but new ideas inferred from the information set forth in the chapters. The list of conclusions is the final stocktaking of the paper as a whole.

#### **4. BIBLIOGRAPHIES\* AND ANNEXES**

**Bibliography:** This is the list of all the information sources consulted for the paper--books, journals, internet links, etc. Each source is presented with its respective bibliographic reference.

**Glossary\*\*:** List of technical terms--presented in alphabetical order--used in the paper. This list includes the meanings of these terms.

**Annexes\*\*:** Documents--texts, graphs, figures, maps, etc.-- that supplement the body of the paper.

**Supplementary Material \*\*:** Contains important information on the design and implementation of the research that does not appear in the content of chapters of the thesis or professional project. Example: a software program, installer, program, etc.

**Accompanying Material \*\*:** Special material that accompanies the research paper. This material may be submitted in different formats: cassettes, diskettes, slides, plans, compact discs, etc. They shall be submitted in appropriate recipients (envelopes, etc.).

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\*According to the Cybertesis methodology, the final part of the paper shall be entitled BIBLIOGRAPHIES AND ANNEXES. This is merely the official name chosen by Cybertesis. The correct name is actual BIBLIOGRAPHY.

\*\* As applicable.

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**ANNEX 2  
DOCUMENT SUBMISSION STANDARDS**

**1. Document Editing**

See the Cyberthesis Manual: Chapter II: Procedure for the Publication of Electronic Theses. Section 2.2.

**2. Sequence of the Sections**

- Cover page
- Summary
- Contents
- Introduction
- Chapters
- Conclusions
- Bibliography
- Glossary
- Annexes

**3. Cover Page Content**

- Name of the University
- School and Major
- Title and subtitle (if any) of the paper
- Title or degree to be obtained
- Author's name
- Advisor's name
- Place and date of submission

**4. Bibliographic References**

**4.1 Complete Bibliographic References (those which will be included in the bibliography)**

A bibliographic reference is the set of precise and detailed information that describes a source or part thereof, and that allows for its identification. References shall contain the following

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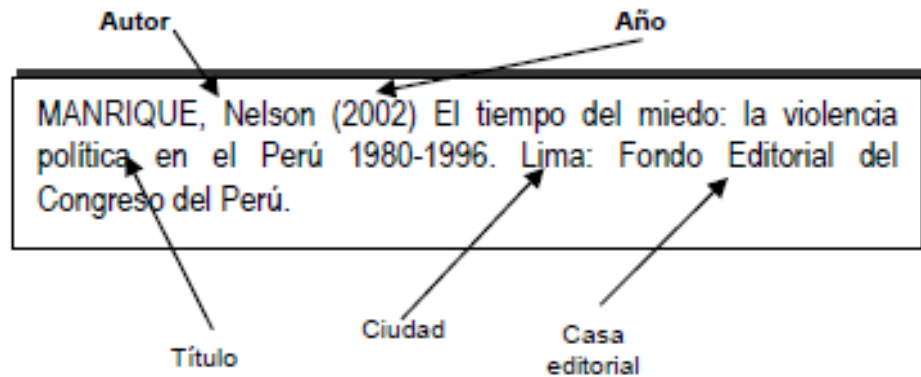
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information, in this order: author's last name, first name; year of publication in parentheses; title and subtitle (if any); edition number (if it is not the first edition); city; publisher.

Example:



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Indicate the last name and first name of both authors and the edition number. In the case of first editions, the number is not mentioned.

When the author is an institution, the reference is no different than any other.

Salomón Lerner's text is not available as a book. Rather, it forms part of a larger work, published by Giusti y Tubino. As such, it should be indicated that Lerner's text appears in a publication that contains it, since it cannot be found as an independent text.

When there are up to three authors, all of them are mentioned. In this case, there are more than three, for which reason the indication "and others" is added.

It should be noted when a work is a thesis paper, including the degree or title for which it was submitted, which helps indicate the degree of specialization of the work.

Shall refer to the journal and not just the article.

**1. Works Written by One Author**

GIDDENS, Anthony (2000) Un mundo desbocado. Los efectos de la globalización en nuestras vidas. Madrid: Taurus.

**2. Works Written by More than One Author,  
Not in the First Edition**

CONTRERAS, Carlos and CUETO, Marcos (2004)  
Historia del Perú contemporáneo. 3rd ed.  
Lima: IEP.

**3. Works Written by an Institution and  
Consisting of More than One Volume**

COMISIÓN DE LA VERDAD Y  
RECONCILIACIÓN (CVR) (2003) Informe  
final de la CVR. Lima: CVR. 9 vols.

**4. Works that Form Part of a Publication**

LERNER, Salomón (2007) Introducción:  
Derechos humanos, la afirmación de una  
cultura, pp. 177-183. In: Giusti, Miguel and  
Tubino, Fidel (eds.). Debates de la ética  
contemporánea.  
Lima: PUCP.

**5. Works Written by More than Three  
Authors**

BLANCHARD, Paul and others (1999)  
Ecuaciones diferenciales. Mexico City:  
Thomson.

**6. Thesis**

DEL VALLE, Julio (1997) La inspiración en el  
diálogo lón de Platón (master's thesis in  
Philosophy). Lima: Pontificia Universidad  
Católica del Perú

**7. Periodical Publications (Newspapers or  
Magazines/Journals)**

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As in the previous case, in order to identify periodical publications, it is not sufficient to simply indicate the name of the magazine/journal. The number or volume is also necessary.

- The first example is a reference to the website, not a particular text. For this reason, no title can be given. Instead, a brief description should be given of what can be found on the site.
- Examples 2 and 3, on the other hand, do involve a specific text with a specific author. In this case, the URL is given after the title.
- The **RETRIEVAL DATE** should be specific: month, day, and year. Examples 1 and 3 do not give a year, because it is the same one given at the beginning of the reference.
- When the link does not indicate any date, give the year in which it was retrieved.

In this case, the reference is not to an entire book, but just a plan.

TAMAYO, Augusto (1947) *Lírica quechua*, pp. 121-131. In: *Revista San Marcos*, Vol. 1, No. 1.

**8. Reference to a Magazine/Journal With No Volume Number**

CAVELL, Stanley (2007) *La bondad del cine*, pp. 28-50. In: *Revista Hueso Húmero*, No. 50.

**9. Reference to Two Works by the Same Author That Were Published in the Same Year**

ESPINOSA, Óscar (1993a) *Ensañamiento contra los ashaninka*, pp. 21-23. In: *Ideele*, journal of the Instituto de Defensa Legal, No. 103-104.

—— (1993b) *Recuento de la violencia política actual en el territorio ashaninka*. Conference given on October 4 at the IEP, Lima.

**10. Reference to an Internet Link**

UNITED NATIONS (UN)  
(UN) (2003) (<http://www.un.org/spanish/>) Official website of the UN; contains information on the institution and links of interest (retrieved: February 2).

QUINTANILLA, Tammy (1997) *La globalización en el comercio sexual* (retrieved: July 20, 2005).  
(<http://www.ugt.es/globalizacion/tammy.htm>)

TOCHE, Eduardo (2007) *La violencia peruana: elementos para su comprensión* (retrieved: January 7).  
(<http://www.desco.org.pe/articulos/toched.doc>)

**11. Reference to a Map or Plan**

PERU. Instituto Geográfico Nacional (1995) *National Map of Peru*. Scale 1: 1,000,000

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Sometimes, the author given is an institution, while other times it is the director or producer. In the examples, the first case is a video, while the second is a film.

**12. Reference to a Video or Film**

PELÍCULAS MEL (1995) No te estás comunicando. Mexico City: Películas Mel. 30 min.

KUROSAWA, Akira (director) (1950) Rashomon. Tokyo: Daiei. 88 min.

In the example, the compilation of slides has no specific title. Where a title exists, it must be given.

**13. Reference to Slides**

CAPRIATA, Pedro and others (1996) Compilation of slides of Renaissance architecture.

Lima: UPC

In the first example, the interview is unpublished. In the second case, on the other hand, it has been published. As such, the author of the interview is the interviewer, since he is the one responsible for the content of the publication.

**14. Reference to an Interview**

BOWERS, Edgar (1990) Personal interview with the author. September 5.

CUETO, Alonso (2000) Mario Vargas Llosa: la vida en movimiento (interview), p. 11. In: El Comercio, Sunday supplement, May 14.

In the example, the conference has not been published. In the event that it has been published, the reference should be identical to those corresponding to a part of a book (minutes of the conference).

**15. Reference to a Conference**

ESPINOSA, Óscar (1993) Recuento de la violencia política actual en el territorio ashaninka. Conference given on October 4 at the IEP, Lima.

The title used is the subject of the email. The author is the person who sent the email.

**16. Reference to Emails**

BOWERS, Edgar (1995) Metrical fun. Personal email, September 5.

The author is a state entity. As such, the reference should indicate the country and the institution that authored the law.

**17. Reference to a Law**

PERU. Congreso de la República (1998) Decreto Ley 882: ley marco de la inversión en educación.

**4.2 Abbreviated Bibliographic References (those used in quotes and footnotes)**


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In addition to referring to a source by providing a complete reference, with all identifying information, the Functional System also uses abbreviated references. This second type of reference has a different use, which it is important to compare to complete references:

References in the Functional System		
	Complete References	Abbreviated References
Where are they given?	<ul style="list-style-type: none"> <li>At the end of the document.</li> <li>In the bibliography used in the drafting of a document.</li> </ul>	<ul style="list-style-type: none"> <li>Within the document itself.</li> <li>In the footnotes and quotes contained in the document.</li> </ul>
What information do they contain?	<ul style="list-style-type: none"> <li>All the information necessary to identify, with 100% accuracy, a given reference source, as shown hereinabove.</li> </ul>	<ul style="list-style-type: none"> <li>Author, year of publication, and a specific page number (if the source has page numbers) that indicate a specific part of the source.</li> </ul>
What are they used for?	<ul style="list-style-type: none"> <li>To identify a source with total precision.</li> <li>No additional information is necessary for it to be understood.</li> </ul>	<ul style="list-style-type: none"> <li>To refer to a specific part of a source of information.</li> <li>Can only be understood when appearing in documents that have a bibliography with complete references at the end.</li> </ul>

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**What are abbreviated references constructed?**

In general, the abbreviated reference to a source must contain three basic pieces of information:

**Author's last name + year of publication + page number(s)**

**IMPORTANT**

Abbreviated references are used to refer--it bears repeating--a specific part of a source, and not the entire source. This is the reason for which the page number(s) are included: to indicate which specific part of the source to which the reference is made.

An abbreviated reference can only be understood if a bibliography is included at the end of the document with a list of all the sources used, presented with complete references.

This means that in a given document, the complete references will only appear once: in the bibliography, at the end. Abbreviated references, on the other hand, may appear many times throughout the document.

There are a few details that must be borne in mind:

- The author's last name should be written out with
- upper- and lower-case letters, not just UPPER CASE, as in the complete reference. For example, it should be Sánchez and not SÁNCHEZ.
- If the author is an institution, the abbreviated reference shall preferably use only the institution's acronym. For example, UPC instead of Universidad Peruana de Ciencias Aplicadas.
- If the information source is electronic and the document does not have page numbers, then only the author and the year should be given. For example, UN 2003.
- If the information source is electronic and has page numbers, then the page number in reference *should* be given.

Below, we will see some examples of how to provide the abbreviated reference to sources based on their complete references.

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**COMMENTS:**

- In the first example, the abbreviated reference contains both of the author's last names, since this is how it is given in the complete reference.
- In the second example, both authors are given, just like in the complete reference. Reference is also made to three consecutive pages, from 12 to 14.
- In the third example, the author's name is written in UPPER-CASE LETTERS because it is an institution's acronym. No page number is given, because the source is electronic and has no page numbering.
- In the fourth example, although the complete reference indicates "In," this is not necessary in the abbreviated reference in this case. Reference is also made to two pages, 251 and 252.
- In the final example, in item number is also given in addition to the year, since the author published two different sources in 1993. The item number makes it possible to which of these two sources we are referring. In the example, it is clear that the abbreviated reference alludes to the Ideele article and not the conference.

Complete Reference	PORTOCARRERO, Gonzalo (2007) Racismo y mestizaje. Lima: Fondo editorial del Congreso de la República.
Abbreviated Reference	Portocarrero 2007: 46

Complete Reference	PÉREZ, José and ZAPATA, Miguel (1997) Entrevista a Mario Vargas Llosa sobre el Premio Nóbel de Literatura. Lima: UPC
Abbreviated Reference	Pérez and Zapata 1997: 12-14

Complete Reference	UNITED NATIONS (UN) (2003) ( <a href="http://www.un.org/spanish/">http://www.un.org/spanish/</a> ) Official website of the UN; contains information on the institution and links of interest (retrieved: February 2).
Abbreviated Reference	UN 2003

Complete Reference	ZAPATA, Antonio (2005) La corrupción bajo el fujimorismo, pp. 247-286. In: Portocarrero, Felipe (ed.). El pacto infame: estudios sobre la corrupción en el Perú. Lima: PUCP, IEP, Universidad del Pacífico.
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Abbreviated Reference	Zapata 2005: 251,252.
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Complete Reference	ESPINOSA, Óscar (1993a) Ensañamiento contra los ashaninka, pp. 21-23. In: Ideele, journal of the Instituto de Defensa Legal, No. 103-104. — (1993b) Recuento de la violencia política actual en el territorio ashaninka. Conference given at the IEP, Lima.
Abbreviated Reference	Espinoza 1993a:22

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**5. Quotes and Footnotes**

Quotes are literal reproductions of the content of an information source. Every time a quote is used, the quoted text must be placed in quotation marks, and the abbreviated reference to the quoted information source is provided, in parentheses, at the end of the quote.

Footnotes have multiple uses: to make comments, explain ideas, suggest additional bibliography on the topic, etc. One of the most frequent uses is to refer to a source that, while not quoted, has been used to draft some part of the text. When this occurs, a note (number) is placed next to the text in question, and this number refers us to the footnote, which uses the abbreviation Cf. (see, compare with), followed immediately afterwards by the respective abbreviated reference.


All footnotes in the thesis must use sequential numbers, beginning with the first footnote in the first chapter--or in the introduction, where applicable--and continuing with the numbering in the following chapters.

On the following page, we will see an example of how to use quotes and footnotes.

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**EXAMPLE OF A TEXT WITH FOOTNOTES AND QUOTES**

**SOME BIOGRAPHICAL INFORMATION ON PLATO**

It seem strange that it is so hard to write a biography, but such is not the case with the biography of a person with whom we are all familiar and who lived in an age so long ago. To put together a biography of this nature, we must resort to trustworthy sources, which are in turn based on sources that are as reliable as possible.

However, the greatest difficulty lies in the fact that the biography of a classic figure such as Plato is normally put together based on suppositions, associations between different events, and the comments of his contemporaries, and other not-so-contemporary sources. On the other hand, this difficulty is aggravated if the intent is not only to provide dates and events, but also to explain why his life took this or that course.

Despite all of the difficulties involved in creating a biography for a person who lived so long ago, something with regard to which all of Plato's biographers and commentators are in agreement are the dates between which he lived, from 427 to 247 B.C.

<sup>1</sup> It is also agreed that Plato's family belonged to the Athenian aristocracy. This may be confirmed by the comments of the Plato expert Antonio Gómez Robledo, who has the following to say on the matter:

*"Plato of Athens was born in 427 B.C., to one of the oldest and most highborn of families. On the side of his father, Ariston, his family tree could be traced back to Codrus, the last king of Attica, and the race of the Melanthides, and ultimately, Poseidon himself.<sup>2</sup> On the side of his mother, Perictione, he descended from Dropides, sister of Solon, the Athenian statesman. (Gómez Robledo 1986: 11)*

In the first chapter of his book *Platón, los seis grandes temas de su filosofía*, Gómez Robledo calls into question whether or not Plato was born in Athens, noting that Diogenes Laërtius claimed that Plato was born in Aegina, an idea that is accepted by some authors and left open to interpretation by others. In truth, this information on his place of birth is not as important as one might think if we consider something that all of us know: Plato spent the vast majority of his life in Athens.

The fact that Plato belonged to an aristocratic family in Athens is relevant, because it means that he was entitled, like all Greek citizens, to take on an important role in political life, i.e., in the management of his polis.<sup>3</sup>


During Plato's youth, a series of internal conflicts took place in the cities, along with inter-city conflicts. Different groups--aristocrats and democrats--disputed among themselves, and the polis of Athens disputed with the polis of Sparta. These battles dissuaded Plato from the idea of actively participating in politics, after he witnessed a succession of betrayals, tyrannies, and struggles for

<sup>1</sup> Cf. Martínez Marzoa 1980: 127; Gómez Robledo 1986: 11, 61; Hare 1991: 12.

<sup>2</sup> The fact that this last individual is a fable to us does not, of course, diminish the importance of this social information, the only thing with which we are interested here: the belief in Plato's divine ancestry, in that place and time. (Note by Gómez Robledo)

<sup>3</sup> The Greek poleis were what we now know as "city-states."

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power.<sup>4</sup>

However, Hare states:

*"Plato's aversion to political action can only have been reinforced by the results of his sole active intervention in politics. This occurred not in his own city of Athens, but in Syracuse in Sicily, in the court of Dionysius I and his son of the same name." (Hare 1991: 19)*

After the death of Socrates, Plato's teacher, it is known that Plato made three journeys to Syracuse. During the first, he came into contact with the tyrant of Syracuse, Dionysius I.

*"We do not know exactly how long Plato's visit to Sicily lasted. It is claimed, although unconvincingly, that Dionysius caused him to be sold as a slave, after which he was rescued by some friends." (Hare 1991: 20)*

When he returned to Athens, he founded the Academy, his philosophical school that bore its name in honor of its proximity to a forest dedicated to Academes.<sup>5</sup> There, at the Academy, Aristotle was his disciple for twenty years. The Academy was likely not the first systematically organized school in Athens. It was, however, the first to organize a "higher" form of corporate, sedentary teaching, divided into courses and subjects. All of this probably has much to do with why we now refer to a certain type of educational institution as "academies."<sup>6</sup>

When Dionysius I died, he was succeeded by his son, Dionysius II. Dion, the uncle of Dionysius II and a friend of Plato's, convinced Plato to return to Syracuse to teach the new, young king. After a time, however, Dion became engaged in disputes with the court and was forced to flee Syracuse. Plato, too, left Syracuse. Four years later, however, Dionysius II asked him to return, and Plato could not avoid going, even though he distrusted the king, given that Dion remained in exile. After a time, Plato was able to leave Syracuse, although not very easily, and he "prudently" refused to provide any sort of aid in Dion's attempt to recover his position by force (Hare 1991: 21). After Dion staged a coup against Dionysius II, he was betrayed by a supposed friend and assassinated.<sup>7</sup> Plato was stricken by the loss of his friend, which confirmed his distrust in politics, a distrust he had maintained ever since his teacher, Socrates, was condemned to death. Following all these events, he dedicated himself entirely to his Academy.


<sup>4</sup> Cf. Hare 1991: 12-19

<sup>5</sup> Mythical hero.

<sup>6</sup> Cf. Gómez Robledo 1986: 28.

<sup>7</sup> Cf. Hare 1991: 20-21.

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**ANNEX 3: EXAMPLE COVER PAGE**



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**Nueva Biblioteca Municipal of Barranco**

**THESIS**

**Applying for the professional title of:**  
**ARCHITECT**

**AUTHOR**

**XXXXX XXXXX XXXXX XXXXX**

**THESIS ADVISOR: XXXXXX**

**Lima, Peru**

**2005**

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**ANNEX 4: ABBREVIATIONS**

These are used in the text, only for certain words, as well as in the descriptive information on the sources used, footnotes, and in formulas and symbols. It should be borne in mind, as well, that each specific topic has its own abbreviations.

A, AA	author, authors
abbr.	abbreviation
anon.	anonymous
append.	appendix
Sec.	section (as in laws and the like)
art. cit.	article cited
bibliog.	bibliography
biog.	biography
Chap.	chapter
cf., cfr.	see, compare with
cit.	cited
Col.	column
coll.	collection
comp.	compiler
concl.	conclusion
corr.	corrected
Tab.	table
def.	definition
draw.	drawing
doc.	document
doc. cit.	document cited
Ed.	edition
ed.	editor, edition
e.g.	for example
etc.	etcetera
etym.	etymology
exp.	expression
fig., figs.	figures
f.	folio, plural ff.
pamph.	pamphlet
gr.	graphs
sh., sht	sheet, sheets
ibid.	ibidem: in the same place, in the same work and on the same page; if it is in the same work, but not on the same page, "op. cit." is used, followed by the page number.

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id.	idem: the same.
i.e.	id est, or "in other words"
pr.	printed
intro.	introduction
bk., bks.	book, books
<i>loc.</i>	locution
<i>loc. cit</i>	loco citato, locution cited, place cited
n.	note
N.B.	nota bene, pay attention
A.N.	author's note
E.N.	editor's note
T.N.	translator's note
Neol.	neologism
No.	number
<i>op.</i>	work
<i>op. cit.</i>	work previously cited by the
same author p., pp.	page or pages
w.	word
passim	here and there, everywhere (when not referring to a specific page number, in the case of a concept addressed by the author throughout the entire work).
para.	paragraph
pref.	preface
prol.	prologue
publ. cit.	publication cited
pt.	part
mag.	magazine
n.y.	no year
s.d.	sine data, when neither the year nor the place of publication are indicated
sec.	section
pseud.	pseudonym, when the attribution to an author is arguable, pseudo. is used e.o.o.e. error or omission excepted
sic.	Thus, thus written by the author being quoted
n.d.	no date
seq. or ff	following
S. n.pr.	no printing information
n.p.	no place of publication
n.p.o.y.	no place or year
n.n.	no name

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n.no.	no number
sup.	supplement
t.	tome
tab.	table
typ.	typography or typographic
tit.	title
trans.	translation or translator
U. Us.	use or used
fin.	final
us. a. a.	use also as
s.	see
a.s.	also see
V. v.g.	verbi gratia
Viz.	videlicet, meaning "this is"
vol., vols.	Volume, volumes (vol. means a given volume in a multi-volume work; while vols. refers to the number of volumes of which this work consists).
vs.	versus, as compared to
(---)	continuation of the text of a quote that does not need to be transcribed in its entirety

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