

Diploma thesis editing guidelines at the Warsaw University of Technology

1. Layout of the thesis

- 1) Title page (in accordance with point 2)
- 2) *Optionally, diploma thesis card (if used at the Faculty)*
- 3) Thesis abstract, choose as appropriate:
 - a) if the diploma thesis is written in Polish:
 - abstract in Polish, with the title of the thesis and a set of keywords (1 page long, single line spacing, font 12),
 - abstract in English, with the title of the thesis and a set of keywords (1 page long, single line spacing, font 12),
 - abstract in a foreign language, with the title of the thesis and a set of keywords – if the student applies for a copy of the diploma in translation into a language other than English (1 page long, single line spacing, font 12) - *optionally*
 - b) if the diploma thesis is written in English:
 - abstract in English, with the title of the thesis and a set of keywords (1 page long, single line spacing, font 12),
 - abstract in Polish, with the title of the thesis and a set of keywords (1 page long, single line spacing, font 12),
 - abstract in a foreign language, with the title of the thesis and a set of keywords – if the student applies for a copy of the diploma in translation into a language other than English (1 page long, single line spacing, font 12) - *optionally*
 - c) if the diploma thesis is written in a language other than English:
 - abstract in the foreign language of the thesis, with the title of the thesis and a set of keywords (1 page long, single line spacing, font 12),
 - abstract in Polish, with the title of the thesis and a set of keywords (1 page long, single line spacing, font 12),
 - abstract in English, with the title of the thesis and a set of keywords (1 page long, single line spacing, font 12),
 - abstract in a foreign language, with the title of the thesis and a set of keywords – if the student applies for a copy of the diploma in translation into a language other than English (1 page long, single line spacing, font 12) - *optionally*
- 4) Table of contents
- 5) Chapters of the thesis
- 6) References
- 7) List of symbols and abbreviations
- 8) List of figures
- 9) List of tables
- 10) List of appendices
- 11) Appendices

2. Editing rules

It is recommended to follow the rules of editing diploma theses listed below (alternative solutions are possible depending on the specific character of the Faculty)

Element of editing	required/recommended/optional
Duplex printing; A4	required
Margins <ul style="list-style-type: none"> • inside – 30 mm, • outside – 20 mm, • top and bottom – 25 mm 	recommended
Typeface (font) sans serif typeface size 11 (e.g. Arial, Verdana) *	recommended
leading 1.15	recommended
Page numbering: at the bottom, on the outer side, mirror location on odd and even pages	required
paragraph <ul style="list-style-type: none"> • indent 0.5 cm • no indent with 4 spaces before the paragraph 	optional
References: <ul style="list-style-type: none"> • numbering in accordance with the Polish Norm • Harvard style 	optional
Numbering of tables and figures <ul style="list-style-type: none"> • continued throughout the thesis • separate in each chapter 	optional
References: in alphabetical order according to authors' surnames	recommended
Table title: above the table – justified to the left, a sans serif font of size 9	recommended
Figure caption: under the figure - justified to the left, a sans serif font of size 9	recommended
Element of editing	required/ recommended /optional
Source of the figure or table: under the figure or table - justified to the left, a sans serif font of size 9	recommended
Subchapters: up to three levels	required
First-level subchapters: start on a new page	recommended
Typeface of titles of the main chapters: bold, sans serif, size: <ul style="list-style-type: none"> • first-level title -14, • second-level title -13, • third-level title -12, 	recommended
Listing: only a point or a dash	recommended
Footnotes: continued numbering in the whole thesis, sans serif typeface, like in the text, size 9	recommended

**in theses with a large number of mathematical formulae and calculations, it is possible to use serif typefaces (e.g. Times New Roman)*