**DIPLOMA THESIS – EDITORIAL RECOMMENDATIONS**

1. Two-sided printing; justified text; font Times New Roman 12 pt; single spacing, first row indentation 0,7 cm.

2. Margins: upper, bottom, left, right: 2,5 cm; additionally binding 0,5 cm (left side of the page).

3. Chapter titles - bolded: Times New Roman 14 pt.

4. Subchapter titles - bolded: Times New Roman 13 pt.

5. Optional subsubchapter titles: Times New Roman 12 pkt.

6. Numbered tables:

* possibility for two-level numbering, ie. Table 2.1., where first number determines a number of the chapter and the second one follows number of the table in this chapter, Times New Roman 10 pt,
* table’s title placed centrally over the table, 10 pt space from the essential text over and under the table including title,
* if the table is cited, specify a source after the title, ie. (own source), (based on [7]), (source: [1]).

7. Numbered figures:

* possibility for two-level numbering, ie. Figure 2.1., where first number determines a number of the chapter and the second one follows number of the figure in this chapter, Times New Roman 10 pt,
* figure’s title placed centrally under the table, 10 pt space between title and the text under the figure,
* if the figure is cited, specify a source after the title (identically as in the table examples)

8. Mathematical equations – centrally, numbering given in brakets (…) aligned to the right margin; it is possible to apply a two-level numbering exaclty the same as in the case of tables and figures. Spacing before and after alignment: 10pt.

9. Literature sources (including website address) gathered in the form of a list, invoking in the text by placing a number of the source from the list in squared brackets […]. A description of the cited literature according to the following pattern: initial of the name, surname of the author, title of the work (optionally numer of the next edition, number of volume) or article, title of the article’s journal, city, publisher, year of publishing, issue numer (in case of journal), optionally page numbering.

10. All tables, figures and literature sources included in the thesis has to be cited in the text.

11. Structure of the work:

* title page
* abstract (up to 2 A4 pages) in English and Polish language
* table of contents
* content of the thesis:
	+ introduction covering aim and scope of the work,
	+ thesis content divided to chapters and subchapters,
	+ summary/conclusions and final remarks referring to the aim and scope of the work,
	+ bibliography – numbered list of the sources sorter in the alphabetical order by authors or in order of citing them in text,
	+ optional attachments.

Due to the archiving requirements, a physical example of the thesis has to be submitted in the folder – „akta studenta tom II”. Diploma thesis has to be punched and tied with a tape. There is available instruction regarding submission of the documents for thesis’ defense in the **Defense documents** section.