

## **EDITORIAL GUIDELINES FOR WRITING ENGINEER DIPLOMA THESES, MASTER'S THESES AND ENGINEER DIPLOMA PROJECTS**

In order to maintain consistency the rules for the writing and archiving of master's and engineering diploma theses and engineering diploma projects at the Faculty, the following formal and editorial requirements shall be observed:

- a) title page - according to the template;
- b) the Topic Approval Form the diploma thesis, clipped just after the title page;
- c) table of contents, placed at the beginning of the work (starting from page 3);
- d) page settings: A4 format; vertical orientation; margins: left 2.5 cm, right 2.5 cm, top 2.5 cm and bottom 2.5 cm;
- e) columns of text (paragraphs) justified on both sides, indentation of the first line 0.75 cm, hyphenation option enabled;
- f) single spacing;
- g) Times New Roman font; basic text (12 pts.); font size: chapter titles (14 pts. - upper case); titles of subsections (13 pts.); titles of subchapters (13 pts.); titles of chapters and subsections - bold (bold);

### **1. CHAPTER**

#### **1.1. Subchapter**

##### 1.1.1. Section

- h) each new chapter (introduction, table of contents, ending, bibliography, annexes, etc.) should start on a new page; subchapters and sections may be continued on the current page;
- i) titles of chapters, titles of subchapters, figures description and titles of tables should not end with a period;
- j) figures, tables and formulas shall be numbered in ascending order, taking into account chapter numbers; e.g. formula (2.1), Fig. 2.1., Table 3.3;  
titles of tables shall be written in font (11p), placed above the table and centered;  
titles of figures shall be written in font (11p), placed below the figure;  
formulas shall be centered, number of the formula shall be in brackets, aligned to the right (outer) margin;  
if a figure or a table is accompanied by references, the references should be placed under the figure or the table;
- k) page numbering: bottom of the page, centered, starting after the title page;
- l) footnotes or endnotes, font size 10 pts., continuous numbering throughout the whole thesis or diploma project [1];
- m) references (including websites) must be supplied in a form of a numbered list, cited in the text by giving the number of the reference in square brackets [1].
- n) engineer diploma thesis, master's thesis and engineer diploma project provided in electronic version on a CD / DVD in PDF (editable only!), ODT and DOC / DOCX should be identical to the final printout of the thesis.

Engineer diploma thesis, master's thesis and engineer diploma project for archiving purposes must be:

- printed double-sided,
- permanently fastened without any metal elements, without covers, without binding, etc. (preferably the work should be tied with string),
- paper of max 80g / m<sup>2</sup>.

**The thesis should be submitted to the Dean's Office in one copy.**