**FORMAL AND EDITORIAL** REQUIREMENTS OF THESIS WRITING

AT LODZ UNIVERSITY OF TECHNOLOGY

**AT THE INSTITUTE OF APPLIED COMPUTER SCIENCE**

Engineering(B.Sc.)/Bachelor (B.A.)/Master

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| --- | --- |
| **Editorial component** | **Required/optional /recommended** |
| A4 **size,** double-sided printing | Required |
| **1 copy for the student** 's **file** (dean's office) - soft cover, permanently bound in slats, transparent at the front with a visible title page | Required |
| **Line spacing** 1.5 | Required |
| **Mirror** **margins:** top 2.5 cm, bottom 2.5 cm, inner 3 cm, outer 2 cm.  Header and footer - 1.25 cm | Required |
| **Paragraph:**   * 0.5 cm indentation, * No indentation with 4 pt. spacing before the paragraph | Optional |
| **Font**: Calibri | | Required |
| **Bold main chapter titles** size:   * Level I title - 16 points, * Level II title - 14 points, * Level III title - 13 points, * basic text - 12pts. | Required |
| The main chapters (first level) from the new page. | Required |
| **Page numbering** on the bottom outside with mirror image on even and odd pages - 12 pt. font, excluding the title page | Required |
| **Figures:**   * title of the drawing "Fig." - placed under the drawing - justified to the left, font size 12 pt. * drawing numbering - mark with the number giving the chapter and the consecutive number of the drawing in the chapter, * source under the title of the drawing, preceding it with the word "Source:". | Required |
| **Patterns:**   * centered, * Numbering at right margin, * numbering of designs, in round brackets - e.g. (1), continuous throughout the work. | Required |
| **Table:**   * title of the table "Table" - placed above the table - left-justified or centered, font size 12 pt, * Numbering of tables - mark the number giving the chapter and the sequence number in the chapter, * line spacingin the table1, * source below the table, preceding it with the word "Source:" | Required |
| **References to sources and list of literature** (support http://bg.p.lodz.pl/bibliografia-zalacznikowa)   * uniform type APA style (recommended use of the Mendeley bibliography management tool <https://www.mendeley.com>), * in exceptional cases, references in the text in the form of a footnote (with continuous numbering) to clarify problematic issues. | Required |
| **List of literature** at the end of the paper**,** arranged alphabetically by author's name:   * **Book:** author, date of publication, title, place of publication, publisher, * **Chapter in a book:** chapter author, publication date, title, book author/editor, book title, chapter page range, place of publication, publisher, * **Article:** author, date of publication title of article, title of journal, number, page range of article, * **Electronic documents:** as above, with the access path and access date given at the end, * **Web pages:** author (if identifiable) or page title, publication date, service title, access path, access date | Required |
| **Calculations** throughout the thesis one type:   * (full stop) * (hyphen) | Optional |
| A comma after each enumerated item, a period after the last item, enumeration in lower case. | Required |

Formal composition of the thesis:

I. The introductory part must include:

* **title page -** according to the model specified in Appendix No. 11;
* **table of contents**;
* **abstract / summary** (number of characters - maximum 2000 characters with spaces);
* **Keywords** (in Polish and English - maximum 5 words);

II. The main part must include:

* **introduction** - in the introduction you should outline the general background of the topic of the work/problem/project under study, indicate the rationale for choosing the topic of the work, define the problem area;
* **purpose and scope of the thesis**;
* **The main text** - expressing the content including the division into chapters and subchapters, relating to the subject of the work/research/project and research perspective, and concerning the typological development of the collected research material;
* **conclusion** - containing a synthesis of conclusions based on proven premises and a summary of the results of the issue/research study undertaken;
* **literature** - a list of the scientific literature used in the work, in accordance with the requirements of the bibliographic description, in alphabetical order by type APA style,

III. Final part (individual components are not mandatory):

* **list of figures and tables;**
* **list of symbols and designations;**
* **list of abbreviations used;**
* **list of definitions;**
* **A list of attachments,** e.g., technical drawings;
* **attachments**.