

Diploma thesis editing guidelines at Warsaw University of Technology

1. Cover – contents and technical description

- 1) The cover is made of cardboard of 250g basic weight, 2xA4 + back;
- 2) Background colour of the cover:
 - a) first-cycle study – the main colour of the Faculty specified in annex no. 3 to the regulation;
 - b) second-cycle study – white.
- 3) Colour of the elements that identify the university and that show the type of the diploma thesis:
 - a) Bachelor's (*licencjat*) theses – "graphite" (Pantone 532C and 532U; CMYK 40, 15, 0, 85; RGB 60, 60, 76);
 - b) Bachelor's (*inżynier*) theses – white;
 - c) Master's theses – the main colour of the Faculty specified in annex no. 3 to the regulation.
- 4) A small element defining the basic discipline of the Faculty connected with the offered fields of study (if the "Faculty" colour is the same as the discipline of the Faculty, the element is not visible):
 - a) for "construction" faculties (Faculty of Architecture; Faculty of Geodesy and Cartography; Faculty of Civil Engineering; Faculty of Building Services, Hydro and Environmental Engineering; Faculty of Transport) – "mint-green" (Pantone 564C and 564U; CMYK 60, 5, 40, 0; RGB 106, 186, 156);
 - b) for "mechanical" faculties (Faculty of Production Engineering; Faculty of Power and Aeronautical Engineering; Faculty of Mechatronics; Faculty of Automotive and Construction Machinery Engineering) – "peachy" (Pantone 171C and 171U; CMYK 0, 70, 60, 0; RGB 234, 124, 90);
 - c) for "chemical" faculties (Faculty of Chemistry; Faculty of Chemical and Process Engineering; Faculty of Materials Science and Engineering) – "sunny-yellow" (Pantone 109C and 109U; CMYK 0, 15, 90, 0; RGB 254, 213, 66);
 - d) for "electrical" faculties (Faculty of Electronics and Information Technology; Faculty of Electrical Engineering) – "sapphire" (Pantone 2716C and 2716U; CMYK 50, 30, 0, 0; RGB 120, 150, 207);
 - e) for "mathematics/physics" faculties (Faculty of Physics; Faculty of Mathematics and Information Science) – "plummy" (Pantone 681C and 681U; CMYK 40, 70, 20, 0; RGB 150, 95, 119);
 - f) for multidisciplinary and economic-social faculties (Faculty of Administration and Social Sciences; Faculty of Management; Faculty of Civil Engineering, Mechanics and Petrochemistry; College of Economics and Social Sciences) – "lilac" (Pantone 435C and 435U; CMYK 20, 25, 15, 10; RGB 180, 160, 170).
- 5) Words in black (acceptable also in white to achieve contrast) in two lines:
 - a) "Bachelor's diploma thesis", or "Master's diploma thesis" – Adagio_Slab Medium 45/60 pt.;
 - b) FACULTY {NAME OF THE FACULTY} – Adagio_Slab Medium 15/23 pt. all capitals spaced out 1.3.

2. Title page – contents and technical description

- 1) words: Warsaw University of Technology - Adagio_Slab 24 pt.;
- 2) words: FACULTY/COLLEGE {NAME OF THE FACULTY/COLLEGE} - Adagio_Slab 12 pt., words spaced out proportionally to the width of the words Warsaw University of Technology;
- 3) on the right, emblem of Warsaw University of Technology of 25mm diameter;
- 4) *optional words: {Name of the unit} (i.e. Institute or Chair) – Helvetica Light (Switzerland Light) 12 pt.;*
- 5) words: Diploma thesis - Adagio_Slab Light 43 pt.;
- 6) words: {type} (i.e. Master's, Bachelor's) - Adagio_Slab Light 43 pt.;
- 7) words: in the field of study {Name of the Field of Study} – Helvetica Light (Switzerland Light) 12 pt.;
- 8) words: and specialisation {Name of the Specialisation} – Helvetica Light (Switzerland Light) 12 pt.;
- 9) words: {Title of the thesis} – Helvetica (Switzerland) 14 pt.;
- 10) *optionally words: thesis number in the Faculty thesis register {number} – Helvetica Light (Switzerland Light) 12 pt.;*
- 11) words: {Name and Surname} – Helvetica (Switzerland) 21 pt.;
- 12) words: student record book number {number} – Helvetica Light (Switzerland Light) 12 pt.;
- 13) words: thesis supervisor – Helvetica Light (Switzerland Light) 12 pt.;
- 14) words: {academic title/degree, Name and Surname} – Helvetica (Switzerland) 12 pt.;
- 15) *optionally words: consultation – Helvetica Light (Switzerland Light) 12 pt.;*
- 16) words: {academic title/degree, Name and Surname} – Helvetica (Switzerland) 12 pt.;
- 17) words: {CITY YEAR} – Helvetica Light (Switzerland Light) 12 pt.

It is possible to use the following alternative fonts:

- 1) for Helvetica Light (Switzerland Light) – Arial;
- 2) for Helvetica (Switzerland) – Arial.

3. Layout of the thesis

- 1) Title page (in accordance with point 2)
- 2) *Optionally, diploma thesis sheet (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) Statement on the authorship of the thesis signed by the student
- 5) *Optionally – statement on granting the license*
- 6) Table of contents
- 7) Chapters of the thesis
- 8) References
- 9) List of symbols and abbreviations
- 10) List of figures
- 11) List of tables
- 12) List of appendices
- 13) Appendices

4. 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/advisable/optional
Duplex printing; A4	required
Margins <ul style="list-style-type: none"> • inside – 30 mm, • outside – 20 mm, • top and bottom – 25 mm 	advisable
Typeface (font) sans serif typeface size 11 (e.g. Arial, Verdana) *	advisable
leading 1.15	advisable
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)	advisable
Table title above the table – justified to the left, a sans serif font of size 9	advisable
Figure caption under the figure - justified to the left, a sans serif font of size 9	advisable
Element of editing	required/advisable/optional
Source of the figure or table under the figure or table - justified to the left, a sans serif font of size 9	advisable
Subchapters up to three levels	required
First-level subchapters – start on a new page	advisable
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, 	advisable
listing – only a point or a dash	advisable
footnotes – continued numbering in the whole thesis Sans serif typeface, like in the text, size 9	advisable

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