

THE RULES OF COMPUTER EDITING OF MASTER AND BACHELOR THESES

In order to unify the rules of writing and archiving Master and Bachelor Theses, as well as Bachelor projects at the Faculty, the following procedures and requirements ought to be obeyed:

- a) the front page – exemplar: attachment no. 1
- b) the contents should be presented at the beginning of the work (page no.2 and the further pages)
- c) the whole diploma thesis
- d) [declaration of the authenticity of the conducted](#)
- e) [statement](#) - agreement for sharing diploma thesis

Page setup: format A4, vertical orientation, margins: the left one 2,5cm, the right one 2,5cm, the upper one 2,5cm, the bottom one 2,5cm.

The columns of the text (paragraphs) have to be justified to both sides, indentation of the first line: 0,75cm, active option of words division.

Spacing: single space between lines.

Times New Roman font, the size of the font: the basic text (12p.); the titles of the chapters: (12p., Capital letters, **the bolded font**), the titles of the sub-subchapters (10p., **the bolded font**);

1. CHAPTER

1.1. Subchapter

1.1.1. Sub-subchapter

- f) each new chapter (introduction, contents, ending, bibliography, appendices etc.) should start as a new page, subchapters might be continued on the current page
- g) after the titles of the chapters and subchapters, as well as after the captions and titles of the tables, no points should be placed
- h) drawings, tables and formulas which appear in the text must be numerated in an incremental way, with inclusion of the numbers of chapters, e.g.: formula (2.1), Figure 2.1., Table 3.3; titles of the tables should be placed above the tables, centered, font (12p.), titles of the figures should be placed under the figures, font (12), formulas should be placed centered, numbers in the brackets, adjusted to the right margin; under the drawing or table the source of the material (if any) should be provided
- i) numbers of pages: the bottom of the page, in the center, without the number on the front page
- j) bottom footnotes or the ones at the end of a chapter, the size of the font: 12p., numeration: incremental in the whole work
- k) literature should be distinguished at the end of the work, in alphabetical order, quoted in the text in format [1]
- l) the work in the electronic form at CD/DVD in PDF and DOC formats should be identical with the printed version of the work