

FORMAL AND EDITORIAL REQUIREMENTS OF THESIS WRITING
AT LODZ UNIVERSITY OF TECHNOLOGY
Engineering (B.Sc.)/Bachelor (B.A.)/Master

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
Supplementary copy - hardcover with the TUL logo	Optional
Line spacing 1 to 1.5	Optional
Mirror margins: top 2.5 cm, bottom 2.5 cm, inner 3 cm, outer 2 cm. Header and footer - 1.25 cm	Required
Paragraph: <ul style="list-style-type: none"> • 0.5 cm indentation, • No indentation with 4 pt. spacing before the paragraph 	Optional
Font: Calibri, Arial, Tahoma, Helvetica, Verdana	optional
Bold main chapter titles size: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • caption under the figure - justified to the left or centered, font size 10 points • caption "Fig." label with a number giving the chapter and the sequence number of the drawing in the chapter or keeping the numbering continuous throughout the work, • source next to the figure caption, with a consistent style of references to sources throughout the work 	Recommended
Patterns: <ul style="list-style-type: none"> • centered, • Numbering at right margin, • numbering of designs, in round brackets - e.g. (1), continuous throughout the work. 	Recommended
Table: <ul style="list-style-type: none"> • title of the table "Table" - placed above the table - left-justified or centered, font size 10 pt, • Numbering of tables - mark the number giving the chapter and the sequence number in the chapter, • source next to the figure caption, with a consistent style of references to sources throughout the work 	Recommended

<p>References to sources and list of literature (support http://bg.p.lodz.pl/bibliografia-zalacznikowa)</p> <ul style="list-style-type: none"> • uniform author-date type style throughout the paper, such as Harvard or APA style (recommended use of the Mendeley bibliography management tool https://www.mendeley.com), • References in the text in the form of a footnote, with continuous numbering. 	Optional
<p>List of literature at the end of the paper, arranged alphabetically by author's name:</p> <ul style="list-style-type: none"> – 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
<p>Calculations throughout the thesis one type:</p> <ul style="list-style-type: none"> • (full stop) • (hyphen) 	Optional
<p>A comma after each enumerated item, a period after the last item, enumeration in lower case.</p>	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 author's name, using an author-date type style, such as Harvard or APA,
- 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.