

**EDITORIAL REQUIREMENTS FOR DIPLOMA THESIS
PREPARED AT
FACULTY OF ENVIRONMENTAL ENGINEERING
AND MECHANICAL ENGINEERING
POZNAŃ UNIVERSITY OF LIFE SCIENCES**

The requirements are valid from the academic year 2020/2021

The paper was developed in accordance with the Law on Higher Education and Science dated July 20, 2018 (Dz. U. 2018 poz. 1668), the Statute of the Poznań University of Life Sciences in (Resolution No. 318/2019 of the Senate of the PULS dated June 26, 2019, as amended) and the Study Regulations of the Poznań University of Life Sciences (Resolution No. 319/2019 of the Senate of the PULS), Order No. 188/2019 of the Rector of the Poznań University of Life Sciences and the University System for Assuring and Improving the Quality of Education (Resolution No. 21/2012 of the Senate of the Poznań University of Life Sciences dated November 21, 2012).

1. The printout of the diploma thesis should meet the following editorial requirements:
 - paper sheet format – **A4 – two-sided printing**,
 - font type: **Times New Roman** or **Arial**,
 - main text font size: 12 points,
 - font size for main titles: **14 points bold**; subtitles: **bold 12 points**,
 - do not put a dot after the titles,
 - numbering of chapters should not exceed the third level, e.g. 1.1.1.
 - titles and subtitles should be separate from the main text by space of 12 points,,
 - space between lines should be equal to 1.5,
 - text should be justified, except any titles and subtitles – should aligned to the left,
 - bottom and top margin should be equal to 2.5 cm, while side margins should be mirrored with internal margin equal to 3.5 and external to 2.0,
 - Latin names should be written in *italics*,
 - after the following punctuation marks: . : , ; always use a space (but not before!), parentheses separated from the outer text with one space, while the text written inside the parentheses, not separated by spaces from characters opening and closing the parentheses,
 - each chapter should start form the new page,
 - passive or the third person of singular form should be used, such as: was noted, was observed, was prepared or author determined, author showed, **the form of first person: I have developed, presented, etc. is absolutely avoided**,
 - all pages of the thesis (except the first four) are numbered, page numbering in the footer, i.e. at the bottom of the page in the outer corner, numbering font size – 12 points, numbering starts from the 5th page containing the table of contents,
 - each figure and table should be numbered and captioned,
 - in the case of tables the caption should be placed on the top of the table with centred text (font size – 12 point) without spaces between lines. Space between table and table title should be 6 points. The space before and after table should be equal 12 pionts,

- in the case figure the caption should be placed below the figure with centred text (font size – 12 points) without space between lines. Space between figure and caption should be 6 points. Between figure and text – 12 points,
- **all figures and tables should be mentioned in the text,**
- numbering of tables and figures should be continued in all text. There is possible to have separate numbering in the appendix of the thesis,
- **mathematical formulas** – should be centred, font size – 12 points, superscripts and subscripts should be 8 points, symbol – 18 points, sub symbol – 12 points. Numbering of mathematical formulas should be aligned to the right. Directly below the formula the symbols legend should be placed, together with units,
- figures printed on pages larger than A4 (for reasons of legibility, e.g. maps) should be placed in an annex,
- the appendix to the thesis shall have continuous page, table and figure numbering, separate from the main text of the thesis,
- citing literature sources in the text of the thesis, one of the following schemes should be used:
 - 1 author: surname of author, year,
 - 2 authors: surname of first author, surname of second author., year
 - more than to authors: surname of first author et al, year,
 - website sources: beginning part of the web address,

examples:

- *The results of the study are consistent with those obtained by Borski (1996).*
- *According to the guidelines of Kowalski and Nowak (1999) a map of surface water erosion hazard was prepared.*
- *The phosphorus load carried away from the soil with runoff water from the catchment is related to the landform, land use, meteorological conditions, soil abundance and the sorption capacity of the soil towards this biogen (Jadszczyn et al. 2014).*
- references include all items that are cited in the paper. The list of references is given in alphabetical order,

Examples of references:

- Articles in journals:
Smith J., 1999. Heavy metals in the environment. Journal of Environmental Research, 12: 34-56.
- Chapter in book:
Newman P., Fox M., Green P., 2001. Elements in the soil. In: Soil chemistry (Eds. Brown D., Black D.), Word Press, Warsaw, 12-34.
- Book:
Smith D., 2003. Air chemistry. Word press, Warsaw.
- Websites should be cited in all formula:
<http://efotg.nrcs.usda.gov/references/public/NC/nc380js.pdf> - date of access 15.11.2018

- the units of SI system should be used, in some cases it is allowed to use the other system of units which are legal and officially used in scientific discipline. Name and symbol of unit should be written in lowercase without dots afterwards, such as meter – m; second – s. Excluding names of units which are becoming from the names, such as Amper – A; Kelvin – K. Complex unit should be written with centred dot “.”. In case of multiplication of units, while unit created by division of other units should be written as ratio, such as $\text{kg}\cdot\text{m}$, $\text{mg}\cdot\text{kg}^{-1}$, $\text{kg}\cdot\text{m}^{-3}$,
 - after obtaining the status of a diploma student, i.e. after submitting the thesis to the Dean's Office, a file containing electronic form of the thesis must be uploaded to the Virtual Dean's Office using student's account. The electronic version of the thesis must be saved as a single file in PDF format, which should be titled as follows: number of student's record book - student's name and surname. The author is responsible for ensuring that the electronic version of the thesis is consistent with the printed version.
2. The first 5 sites of the thesis should be included the following data:
- **the first page** is the cover page of the thesis (**Appendix No. 1**),
 - **the second page** remains blank,
 - **the third page** of the thesis contains an abstract and keywords (in accordance with **Appendix No. 2**),
 - **the fourth page** contains a list of the most frequently used symbols and abbreviations. In cases where no abbreviations or symbols are used in the paper, this page should be left blank,
 - **the fifth page** – table of content.
3. The following documents should be included at the end of the thesis:
- a. a statement made by the author that the paper is original, has been written independently and does not infringe copyrights¹ (**F4 Form**),
 - b. a statement made by the author on the conformity of the PDF file uploaded to the Virtual Dean's Office with the printed version of the diploma thesis² (**F5 Form**),
 - c. and a statement made by the author that he/she has transferred the rights to the University to exploit the thesis in the Unified Anti-Plagiarism System³ (**P.158_F3 Form**)
- These attachments are only required in the printed copy submitted to the Dean's Office.
4. Acknowledgements and dedications (if any) should be placed between second and third site. It should not be included in the copy for Faculty office. The introduction of a thank you page does not affect the page numbering of the thesis.

¹ Appendix No. 1 to the PULS Rector Order No. 188/2019 of 23 December 2019

² Appendix No. 1 to the PULS Rector Order No. 188/2019 of 23 December 2019

³ Decree no. 124/2013 of the PULS Rector of 23 August 2013

5. A typical volume of an **diploma thesis is 30 - 50 pages** and of a **master's thesis 50 - 80 pages**.

6. **Thesis table of content (opening pages and chapters):**

The thesis carried out at the Faculty of Environmental and Mechanical Engineering should have the following layout:

- Cover page as shown in **Appendix 1**,
- Blank page,
- Dedications and acknowledgements, if any,
- Abstracts, as shown in **Appendix 2**,
- List of abbreviations and symbols used in the paper.
- Table of contents

The paper should then include the following chapters:

1. Introduction (no more than one-two sites)
 2. State of the art
 - some subchapters should be included
 3. Aims and scope of the thesis
 4. Materials
 - here can be subchapters included
 5. Methods
 - also some subchapters
 6. Results and discussion
 - here can be subchapters included
 7. Conclusions
- References
List of tables
List of figures
Annexes
Statements (only in the printed copy submitted to the Dean Office)

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Vice Dean for Studies