

## **Editorial recommendations for diploma thesis**

1. Margins: upper, lower, left, right - 25 mm
2. Font: Times New Roman, 12 pt
3. Text justified, with single interline
4. CHAPTER TITLES: Times New Roman 12 pt, bold CAPITALS
5. SUBCHAPTER TITLES: Times New Roman 10 pt, bold CAPITALS
6. Titles of the possible subchapters of the second order: Times New Roman 12 pt bold
7. Tables numbered (with possible two-stage numbering, e.g. Table 2.1., where the first digit relates to the chapter number, and the second one to the number of a table in this chapter), a table title centered above the table, 12 pt space from the main text above and below the table with the title
8. Figures numbered (with possible two-stage numbering, e.g. Fig. 2.1., where the first digit relates to the chapter number, and the second one to the number of a figure in this chapter), subscriptions centrally under the figures, 12 pt space from the main text above and below the figure with the subscription
9. Mathematical-physical equations – centrally in the text, numbering in parentheses (...) justified to the right margin, the two-stage numbering rules the same as in case of tables and figures
10. Bibliography sources (also the Internet addresses) collected in the form of a numbered specification, called for in the text by placing the position number from the specification in parentheses [...]
11. All tables, figures and literature sources placed in the work must be referenced to in the work text.
12. Structure of the work:
  - Title page
  - Contents
  - Work content: Justification for the choice of topic preceded by a brief description of the work issues
    - a) Purpose and scope of the work
    - b) Work content with partition to chapters and subchapters
    - c) Summary/conclusions and final remarks referring to the purpose and scope of the work
    - d) Literature - a numbered list of the sources in alphabetical order by authors or in the order of their quoting in the text
13. Duplex printing

For the reason of archiving requirements, a copy of the diploma work has to be submitted in a folder. It must be punched (holes distance as in the standard punch) and bound with a ribbon.