

Good Practices in Writing Intermediate Project and Diploma Theses

Prepared: April 3, 2025

Based on the WUT Rector's Order No. 4/2022 and the IOSP guidelines

1. Structure of the Thesis

1.1. Structure of the Transitional Thesis

Pages	Content
1-2	Registration card of the thesis title (without page numbering)
3-4	Table of contents (page 3 is the first numbered page)
From the first free odd page	Introduction
From the next free page	Subsequent chapters of the thesis
Recommended length:	
• Engineering (BSc): approx. 20 pages	
• Master's: approx. 30 pages	

1.2. Structure of the Diploma Thesis

Pages	Content
1-2	Title page (without page numbering)
3-4	Registration card of the thesis title (without page numbering)
5	Title in Polish, keywords in Polish, abstract in Polish (1 page, single spacing, font size 12)
6	Title in English, keywords in English, abstract in English (1 page, single spacing, font size 12)
7 and following	Table of contents (page 7 is the first numbered page, with number 7)
From the first free odd page	Introduction
From the next free page	Subsequent chapters of the thesis

Recommended length:

- Engineering (BSc): approx. 60 pages
- Master's: approx. 80 pages

1.3. Abstract of the Thesis

Example in Polish

PROJECT OF THE IMPLEMENTATION OF PRODUCT INNOVATION IN COMPANY X

Keywords: Innovation, ...

Abstract:

The purpose of this work is to ...

(Length: 1 page, single spacing, font size 12)

Example in English

PROJECT OF THE IMPLEMENTATION OF PRODUCT INNOVATION IN COMPANY X

Keywords: Innovation, ...

Abstract:

The purpose of this work is to ...

(Length: 1 page, single spacing, font size 12)

1.4. Contents of the Introduction

The introduction should include:

- justification for the choice of topic
- the main objective of the thesis and possible sub-objectives
- thesis statement (if applicable)
- scope of the thesis
- proposed methodology for solving the project problem
- research methods used

2. Formatting, Printing, and Binding

The diploma or transitional thesis must be prepared in MS Word. For diploma theses, only an electronic version is required, while transitional theses must be printed (double-sided, A4 format) and bound.

Both types of theses must use black font; other colors should be applied only when justified (e.g., to identify fields in pie charts). For emphasis, bold or italic should be used; underlining should be avoided. Pages larger than A4 should be folded to A4 format.

2.1. Formatting of Headings

Headings must use sans-serif fonts (Arial or Verdana recommended), in bold, with the following sizes:

1. TITLE LEVEL I – CHAPTER TITLE (14 pt., bold, uppercase, formatted as Heading 1)
 - 1.1. Title Level II – Subchapter title (13 pt., bold, formatted as Heading 2)
 - 1.1.1. Title Level III – Paragraph title (12 pt., formatted as Heading 3)
2. Headings should only be used up to three levels (chapters, subchapters, paragraphs). All titles are written without a period at the end.
3. Only chapters should begin on a new page; subchapters and paragraphs should ensure text continuity.
4. In the table of contents, only the titles of the main body of the thesis should be numbered; the introduction and summary should not be numbered.

2.2. Formatting of the Main Text

Font – sans-serif (Arial or Verdana recommended), normal, 11 pt., line spacing 1.15, justified.

Margins: inner – 30 mm, outer – 20 mm, top and bottom – 25 mm.

Page numbering should be placed at the bottom outer side with a mirrored layout on odd and even pages.

Paragraph formatting options:

Each paragraph begins with a 0.5 cm indent, or

No indent, but 4 pt. spacing before each paragraph.

Numbered lists should be used only when order matters. Otherwise, use bulleted lists or dashes (automatically formatted).

List items should be separated with semicolons, and if the list ends a sentence, the final item should end with a period.

The text should be written in an impersonal form (e.g., analyzed, described, presented, compared), avoiding personification (e.g., “the figure shows”). Colloquial expressions (e.g., “cool solution,” “break into the market”) are not allowed.

For foreign-language abbreviations, provide in parentheses the language and full term in italics, e.g., NPV (Eng. Net Present Value), SBQ (Eng. Special Bar Quality).

2.3. Formatting of Footnotes

Footnotes must be numbered continuously throughout the thesis. Font: sans-serif (Arial or Verdana recommended), size 9. Hyperlinks must be removed from URLs. For online sources, always provide the date of update, not the date of access (unless both are identical). The update date reflects the publication time, which is important for evaluating the current state of knowledge.

2.4. Formatting of Figures and Tables

1. **Photos, charts, and drawings** should be labeled as figures. Figures and tables are placed directly in the text (centered), or, if large, on separate pages. In exceptional cases, they may be placed in appendices.
2. **Figures and tables** must have numbering, titles, and sources. Numbering may be per chapter or continuous throughout the thesis. Numbering should be automatic.
3. **Figure title:** placed below the figure, bold, left-aligned, sans-serif font (Arial/Verdana recommended), size 9.
4. **Source of the figure:** placed under the figure title, left-aligned, sans-serif font, size 9.
5. **Figures and tables** must be referenced and discussed in the text, placed after their first mention, e.g.:
“... as shown graphically (Figure 5.7).”
“... as illustrated in Figure 23.”
6. **Table title:** placed above the table, bold, left-aligned, sans-serif font, size 9.
Source of the table: placed under the table, left-aligned, sans-serif font, size 9.
7. **Legends** must be placed directly below figures or tables and before the source.
8. **Figures and tables** may be vertical or horizontal. Ensure readability by choosing appropriate fonts and avoiding shading/gradients.
9. **Chapters/subchapters/paragraphs** should not begin or end with a figure/table; there must be introductory or closing text.

2.5. Formatting of Mathematical Formulas

Mathematical formulas should be centered on the line. Formulas must be numbered consecutively with natural numbers in round brackets, placed to the right of the formula.

For these containing many mathematical formulas and calculations, serif fonts (e.g., Times New Roman) may be used.

3. References and Citations

Any fragment of text that is a quotation (a literal excerpt from another work or statement) must be enclosed in quotation marks. In the case of a paraphrase (a free adaptation of the text, expanding or modifying the original content while preserving its essential meaning), quotation marks are not used. In both cases – whether quoting directly or paraphrasing – the source must always be indicated.

References to sources should follow either the Harvard style or the numerical style in accordance with the PN-ISO 690:2012 standard (recommended on the WUT Main Library website) or ISO 690:2021.

See: https://pl.wikipedia.org/wiki/Przypisy_harwardzkie

For online sources, the date of update must be given at the end, not the date of access (unless both are the same). The update date reflects the publication date of the content (e.g., an article), which is important for assessing the current state of knowledge.

The bibliography should include only sources cited or referenced by the author. It must be arranged alphabetically by authors' surnames. For books, the author's surname should be given first, followed by the initial of the first name. Each entry should be assigned a sequential number and should end with a period.

Detailed guidelines for preparing citations and bibliographies (for different styles) can be found on the WUT Main Library website, in the section 'For authors of diploma and scientific theses.'

Minimum number of bibliographic entries (books):

- **Intermediate engineering project– at least 5 items**
- **Engineering diploma thesis – at least 15 items (including foreign-language sources recommended)**
- **Master's diploma thesis – at least 30 items (both domestic and foreign literature)**

4. List of Figures, Tables, and Appendices

After the bibliography, on the next free page, the following lists must be included:

- List of figures
- List of tables
- List of appendices

Entries in the lists of figures and tables must be numbered and include the page number where each figure or table is located.

Example: List of Figures

No.	Title of Figure	Page
1	Organizational structure of Company X	12
2	Production process flow diagram	25

Example: List of Tables

No.	Title of Table	Page
1	Comparison of production efficiency indicators	18
2	Financial ratios for Company X	34

Example: List of Appendices

No.	Title of Appendix	Page
1	Survey questionnaire used in the research	55
2	Additional production data tables	60

5. Appendices

Appendices must be numbered according to the following rule:

1. Appendix 1 [Title], Appendix 2 [Title], etc.
2. Each appendix must begin on a new page.
3. The appendices must follow the continuous page numbering of the main body of the thesis.

Example: Appendices

Appendix	Title
Appendix 1	Survey questionnaire used in the study
Appendix 2	Detailed calculations of economic indicators
Appendix 3	Technical documentation of the prototype