1. **Text editing**

All text, including front page, footnotes, Figures descriptions, charts descriptions, tables and attachments should be in **font** **Times New Roman** in black colour. In order to emphasize sth use bold, italics or different size of font. One exception: math formulas – you are allowed to use sans serif font. All the typographic procedures should be consistently applied throughout the diploma thesis.

1. **Content layout**

|  |  |  |
| --- | --- | --- |
| **Parts** | **Content** |  |
|  |  |  |  |
| Introduction | Title page, acknowledgment (optional), Table of contents, List of abbreviations (optional) |  |
|  |  |  |  |
|  |  | Introduction (containing: literature review, the justification of the aim of work ) |  |
| Main part | Theory | aim of work: Selected methods of achieving the aim and its justification (e.g. based on the literature review) |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Practical | report from work, Conclusion (containing information of to which scope the aim of the work has been accomplished, and conclusions) |  |
|  |  |
|  |  |  |  |
|  |  |  |  |
| Formal ending part | References, summary in English, summary in Polish, List of Tables (optional), List of figures (optional), attachments (optional) |  |
|  |  |
|  |  |  |  |

The substantive part of the thesis should be divided into chapters. Individual chapters can be divided into subsections. The maximum degree of text insertion is three (1° – chapter, 2° – subsection of the chapter, 3° – subsection of the subsection). First degree chapter titles should be numbered with successive Arabic numerals. In sub-chapters, multi-row numbering should be used (eg: 6. Summary and conclusions, 6.1. Summary; 6.2. Conclusions).

The titles of chapters and subchapters should correspond to the content included in them. No title of chapters and subchapters should be identical to the title of the thesis. Each chapter may not contain only one subsection (it may not be divided or it must contain at least two subsections). A chapter divided into subsections cannot contain text that does not belong to any subsection (the so-called hanging text).

The cover page template is attached at the end of this document. There should be no page number on it. There is an unnumbered blank page (vacancy) behind the cover page.

1. **Page layout**

The main text of each chapter should be written in 12 pt, with a line spacing (the so-called line spacing) 1.5; first line paragraph indentation 0.65 cm; justified paragraph. The page number should be placed at the bottom of the page, aligned on the outside (pages are counted from the beginning of the work, but the page number is placed only from the first page of the table of contents).

**Margins:**

- on the left side 3 cm,

- on the right side 3 cm,

- at the top 2.5 cm,

- at the bottom 3 cm,

- binding margin 1.5 cm (position of the binding margin - "internal").

The dimensions of the text and graphics area on the diploma thesis printout page are (W × H): 13.5 × 24.2 cm, which should be considered when preparing figures and tables.

1. **Table of Contents**

The table of contents is the first numbered page, number 3 on it (and if there is a thank you page – number 5, since after this page also one blank page comes). The table of contents should be in font 11 pt and with the title "Table of contents". An exemplary table of contents for the diploma thesis is provided below:

**Table of Contents**

1. Introduction 5

1.1. Types of placement of production equipment 5

1.2. Division of activities between slot operators 6

1.2.1. Dividing work 7

1.2.2. Reverse flow 9

2. The purpose and scope of the work 11

3. Materials and methods 13

4. Results and discussion 19

5. Conclusions 29

List of cited sources 31

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Streszczenie 35

Appendix A 36

Annex B 42

1. **List of sources cited**

The list of cited sources is an unnumbered chapter of the work containing an alphabetically ordered list of bibliographic notes. References in the text and notes should be edited according to APA recommendations

The text of the diploma thesis should contain at least one reference to each item from the "list of sources cited". Publications in the text of the work should be cited using the author's name and the publication year in parentheses. If the cited document does not contain information about the author, then in the bibliographic reference, the title or part of the title of the document and the year of its publication should be provided. Examples of the composition of bibliographic notes are presented below.

Article:

Nenty, H. J., Rock, A. J. (2009). Writing a quantitative research thesis. International Journal of Educational Sciences 1(1): 19-32
🡪 In text will be cited as: (Nenty and Rock 2009)

Nenty, H. J., Rock, A. J., Morgan, J. P. (2009). Writing a quantitative research thesis. International Journal of Educational Sciences 1(1): 19-32
🡪 In text will be cited as: (Nenty et al. 2009)

Book:

Schweingruber, R. (2002). Wood anatomy. Springer, Berlin
🡪 In text will be cited as: (Schweingruber 2002)

on-line document:

Smith, D. (2014). Toward better presentations. Word Journal of Science, 11, 1575-1589. DOI:10.1108/12390560710821657
🡪 In text will be cited as: (Smith 2014)

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**Topic – after this paragraph a space – depending on the number of lines: one line +180 pt; two lines +156 pt; three lines + 132pt**

Master's thesis

Supervisor

Prof. UPP dr hab. Edward Roszyk

Poznań, June 2022