PUEB's editing and formatting standards referring to doctoral dissertations

Title page

- Use <u>only</u> the version currently available on PUEB's Doctoral School website or PUEB's Academic Advancement Board website
- Use the version dedicated to the chosen language of the dissertation (Polish/English)

Editing/formatting

- A4 format
- Margins: top – 2.5 cm, bottom – 2.5 cm, left – 3.0 cm, right – 2.0 cm
- Font: Calibri (preferred) / Carlito (optional)
- Font size: 12 pts for the main text
- Font size for Chapter titles – bold and 14 pts
- Font size for subchapter titles – bold and 12 pts
- Line-spacing: 1.5 for the main text (single for tables)
- Each paragraph should start with an indentation (0.5 cm)
- The main text should be left and right justified
- The title of a table is put above it without a dot (.) at the end – font bold and 12 pts
- The title of graphs/figures/maps is placed under a graph/figure/map, without a dot (.) at the end – font bold and 12 pts
- Font size of the sources for the tables/graphs/figures/maps – 10 pts
- All the pages should be numbered (Arabic numerals), the number should appear at the bottom of the page (with no number on the title page).
- Empty spaces between subchapters and paragraphs should be avoided
- New chapter begins on a new page

Citations / References

- For in-text citations use author-date (parenthetical) style
- References should follow the APA Style (version 6th or newer)
- Examples can be found here:

  http://www.biblioteka.ue.poznan.pl/index.php?go=przykladowe_opisy_bibliograficzne

Recommended structure / page order

• Title page

• Blank page

• Page with acknowledgments/dedication/disclaimer (optional)

• Table of contents

• Introduction

• Chapters with the main text

• Conclusion (optional)

• References

• Lists of tables/figures

• Appendixes (optional)

Each element from the listed above should begin on a new page