

PRESENTATION RULES OF THE DIPLOMA PROJECT

A Diploma Project (DP) should be well presented and written in English or Greek. Each DP should follow the rules below, which have been implemented in the "Sample DP" file, using the Latex software.

1 General rules

1.1 Each DP should be sent electronically in a pdf format to the Departmental Secretary, upon completion of its presentation, and deposited electronically in the Library of the University of Cyprus.

1.2 In the Cover appears:

- a. The name of the University and Department
- b. The title of DP
- c. The name of the student
- d. Supervising Academic Staff Member's name
- e. The semester of completion of the DP exactly as shown in the first page of the Sample DP that follows.

1.3 If there are any acknowledgments, they should be written in the first inside page (see Sample DP).

1.4 In the second and third inner pages (in the first and second if there are no acknowledgments), there should be a short summary of the DP in Greek and English, under the heading "Abstract" (see Sample DP). The abstract should not be more than one page.

1.5 The following pages (one or more) will contain the list of the contents of the DP, under the title "Contents". In this list, the title of each chapter

and its sub-chapters (if any) and the number of their corresponding display page will appear.

1.6 The next two (or more) pages will contain the "List of Figures" and "List of Tables". In this catalog will appear its title and the number of the corresponding displayed page.

1.7 Then, the chapters of the DP follow

a. Each chapter must start in a new page. The first line of the chapter reads Chapter <chapter number> i.e.: [Chapter 1].

b. The title of the chapter follows i.e.: ["Title of this Chapter"]

c. The new page restriction for chapters does not apply to the subchapters of each chapter. The title of the subchapter follows the following structure: <number of chapter> <period> <subchapter number> <2 spaces> <subchapter title> i.e.: ["1.1 Section 1 of Chapter 1"]

1.8 After the last chapter, and in a new page, the references follow under the title "Bibliography". References are listed alphabetically in ascending order of the last name of the first author. Each bibliography should be cited at least once in the text. References must be complete and have a format similar to that of the DP Sample.

1.9 Appendices (if any) should follow after the Bibliography and in a new page for each appendix.

2. Presentation of DP

2.1 Each DP is written in Latex software.

2.2 The space between lines should be 1 ½.

2.3 The margin of each page to be left should be:

Left: 3.5 cm Top: 2 cm

Right: 2 cm Bottom: 2 cm

The bottom margin, i.e. 2 cm is calculated from the last line of the page and not from the page number.

2.4 The size of the letters of the Diploma Project should be:

The Words "Acknowledgments", "Abstract", "Contents", "Chapter <chapter number>", Bibliography, Appendix: 20 boldface

Chapter title: 14 boldface

Subchapter title: 12 boldface

Text: 12 plain

2.5 Each page number will appear at the bottom right of the page in the middle. Chapter numbering is Arabic.

1. The bibliography does not need to be numbered, but must be presented in the Table of Contents. The first page of the first chapter is numbered 1 and the last page of the appendices is numbered N. The pages preceding the first page of the first chapter are either not numbered or numbered i, ii, iii, iv, The pages following the last page of the bibliography, i.e. the appendices, are always numbered.

2.6 Figures can be placed anywhere on the page. These are numbered sequentially within each chapter. For example, the first figure of the second chapter is numbered Figure 2.1 (Figures 2.1), the second figure of the second chapter is numbered Figure 2.2 (Figures 2.2), the fifth figure of the third chapter is numbered Figure 3.5 (Figures 3.5). After the number it follows a very brief description of the figure.

2.7 The same applies to tables as to figures, with the only difference that the word "Figure" is replaced by the word "Table".

3. Size of DP

3.1 The number of Arabic numbered pages of the DP must be greater than 40 pages. A number of pages less than 40 is accepted by the Department upon justification by the Supervising Academic Staff Member.

3.2 The code of any programs may appear in a DP but only in an Appendix or Appendices.