



UL, FACULTY OF CIVIL AND GEODETIC ENGINEERING

GUIDELINES FOR WRITING FINAL THESES AT UL FGG

LJUBLJANA, 2026

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Abstract

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1 INTRODUCTION

The rules and procedures for writing final theses (diploma and master theses) are set out in the Rules on first and second cycle studies at the UL FGG, and in the Rules and regulations for doctoral studies at the University of Ljubljana (for doctoral dissertations), which are published on the faculty's website. An appendix to these Guidelines is the Final thesis template of the UL FGG in Word and LaTeX, which consistently follows these Guidelines. Compliance with the technical instructions is the responsibility of both the student and the supervisor, while professional support in finding and citing sources is provided by the staff of the UL FGG library. When writing final theses, the student must also comply with the rules on content similarity detection of the electronic form of the written final work of studies and on provisions regarding temporary inaccessibility of the content of the written final work of studies.

The final thesis is the last academic obligation for students. By writing the final thesis, students acquire and demonstrate professional expertise and the ability to express themselves accurately, professionally and clearly in writing, expand and deepen their theoretical knowledge, and attempt to apply it in practice. In the final thesis, students demonstrate the ability to analyse, critically evaluate, use sources, draw independent conclusions and judgements, and are qualified for professional work and solving professional problems.

The final thesis must be written in accordance with the spelling rules of the English literary language. Either British or American English can be used throughout the text, but not a mix of both. Supervisors may require students to have the final thesis proofread if they consider it orthographically incorrect.

2 TECHNICAL GUIDELINES FOR WRITING FINAL THESIS

In addition to the content, successful thesis preparation also depends on its technical and design layout. Adhering to specific design guidelines ensures the uniformity and clarity of all theses, making them easier to read and understand. The basic guidelines are detailed below and include the use of appropriate fonts, correct numbering, chapter structuring, and spacing between individual text elements.

Compliance with these Guidelines when preparing the final thesis is mandatory for all UL FGG students.

2.1 Cover Page

The cover page design is provided in the Final thesis template of the UL FGG, which is included as an appendix to these Guidelines. It features the UL FGG colour logo, the author's first name and surname, the title of the final thesis, the type of the final thesis, the author's field of study, and the place and year of creation.

2.2 Fonts, numbering, chapters, and spacing

2.2.1 Fonts

- Arial, Times New Roman or Latin Modern (use one font type throughout the thesis),
- text in 11 point size (pt),
- justified alignment.

2.2.2 Page Layout

- 2.5 cm margin from each page border to the text.

2.2.3 Spacing

- Single spacing between text lines,
- 1 line between paragraphs,
- 1 line above and below sets of indents,
- 1 line above figures and tables,
- 1 line above the description/title of figures and tables.

2.2.4 Page numbering

The pages in the final part are numbered in the centre of the bottom edge of the page. The introductory pages (Acknowledgements, Bibliographic documentation page, Contents, List of appendices, Abbreviations) and the appendices at the end of the final part are marked with Roman numerals. Appendices at the end of the thesis are indicated with capital letters: A, B, C, D, etc., followed by a hyphen and the consecutive Arabic page number of the appendix (e.g. A-1). Each appendix shall be numbered independently, starting from page one (e.g. B-1, C-1).

The numbering begins with the introduction chapter using Arabic numerals (1, 2, 3, etc.) and continues through to the last page of SOURCES AND LITERATURE, which lists the sources used or works cited. Pages I and 1 should appear on odd-numbered pages in the PDF document.

The text in the header (pagina viva) is centred, in 8-point font, and contains the following information:

Surname, F.N. Year. Thesis title.

2.2.5 Chapters

Each main chapter (first-order chapter) begins on a new page, is left-aligned, written in capital letters and bold, with no period after the chapter number. The spacing between the text and the new chapter title is 12 points (pt).

Each chapter may be divided into subchapters. Chapters up to the fifth level may be used, but only chapters up to the third level are numbered, while fourth- and fifth-level chapters are not numbered. When numbering lower-level chapters, Arabic numerals are used for each level, separated by periods (for example: 1.2 Chapter title or 1.3.5 Chapter title). Chapter titles are left-aligned, written in lower-case letters (first-level titles in capitals) in accordance with spelling rules, and in bold. Titles up to and including the third level have a left indent of 0 cm and a hanging indent of 1.2 cm. An example of the chapter format is shown below:

Example:

1 TITLE OF THE FIRST-LEVEL CHAPTER

1.1 Title of second-level chapter

1.1.1 Title of third-level chapter

Title of fourth-level chapter

Title of fifth-level chapter

2.2.6 Font Size, type and alignment for different uses

The font size, type, layout and intended use for each part of the final thesis are shown in Table 1. This table serves as a guide for consistent and uniform text formatting, contributing to transparency, a neat document appearance, and improved readability.

Table 1: Font size, type, and alignment for different uses.

Font size	Use	Font type	Alignment
16	FIRST-LEVEL CHAPTER	CAPITAL LETTERS, bold	left
11	Second-, third- and fourth level chapters	Lower-case letters (capitalisation must be considered), bold	left

Font size	Use	Font type	Alignment
11	<i>Fifth-level chapter</i>	<i>Lower-case letters (capitalisation must be considered), bold, italics</i>	<i>left</i>
11	Regular text	Lower-case letters (capitalisation must be considered)	justified
min. 8	Tables	Lower-case letters (capitalisation must be considered)	table alignment left
11	Table Description/Title	Lower-case letters (capitalisation must be considered, period at the end)	left
min. 8	Figures	Lower-case letters (capitalisation must be considered)	below the figure, left
11	Figure Description/Title	Lower-case letters (capitalisation must be considered, period at the end)	left
11	Equations	In mathematical expressions, numbers, functions, brackets, units, and text descriptions shall be written using upright, non-italicised symbols, variable labels shall be written in italics, using Latin or Greek letters, signs for matrices and vectors shall be written with bold, upright letters.	left, recommended 1 cm indent from the edge to the equation

3 MANDATORY FORMAT

The final thesis begins with a cover page (the prescribed format is included in the Final thesis template of the UL FGG). The cover page is followed by a blank page.

This is followed by introductory pages, numbered with large Roman numerals. The chapters are first-level chapters, as shown in the template. The introductory pages shall include:

- Acknowledgements (optional),
- Bibliographic documentation page,
- Abstract and Keywords in Slovene,
- Table of contents,
- List of figures (if applicable),
- List of tables (if applicable),
- List of appendices (if applicable),
- Abbreviations and symbols (if applicable).

Then follows the content of the final thesis, as described in Chapter 4 of these Guidelines.

3.1 Abstract and keywords

Abstract in English should not exceed 250 words and must concisely and accurately summarise the main topic, the nature of the problem addressed, the purpose of the final thesis, the methods used to solve the problem, key findings, conclusions, and suggestions. The Slovenian abstract is a translation of the English abstract and has no word limit.

Keywords are words or phrases that identify the main topics; 4 to a maximum of 7 individual terms should be listed, separated by commas. Do not place a period at the end of the list of keywords.

3.2 Tables and Figures

Figures and tables shall first be mentioned in the text and referred to meaningfully before being displayed. Each table or figure shall have a description or title, followed by a reference to the source in parentheses, written in accordance with the rules for citing sources. The title shall end with a period.

If a table or figure (e.g. graph, chart, plan, etc.) is student's own work, no reference is needed. All other sources used must be included in the Sources section and listed in accordance with the rules for citing sources.

Figures and tables shall be numbered consecutively from the beginning of the document. The number is followed by a colon and then a title, which begins with a capital letter and ends with a period. If the element includes a source, it should be listed before the final punctuation mark, as in running text.

Example: Figure 1: A passive house construction (Passive house, 2022).

3.2.1 Tables

The table title, including the consecutive number and full text, shall be placed above the table, left-aligned, in 11-point font. The table content may use a smaller font than the main text, with a minimum font size of 8 points. Tables shall also be left-aligned.

Each table must be properly equipped, it must include units and all other information necessary for understanding without additional reference to the main text.

An example of a table is shown below.

Table 2: Real indices of the value of completed construction works, Slovenia (Data on the index of the value of completed construction works, 2025).

	March 2025 February 2025	March 2025 March 2024
	Change in %	
Construction	-4.0	-11.7
Building construction	-7.9	-9.7
Construction of engineering structures	-3.7	-20.5
Specialised construction works	-1.1	-1.8

3.2.2 Figures

Figures include charts, graphs, photographs, drawings, designs, maps, folders, or any other form of illustration. In the thesis they shall be centred on the page.

The title of the figure shall be left-aligned below the figure.



Figure 1: Example of a figure sourced from a website (Pasivna hiša, 2022).

Citation in sources:

Pasivna hiša. (2022). Zavod energijski razred. <https://energetskaizkaznica.org/pasivna-hisa/> (Sourced 6. 11. 2025)

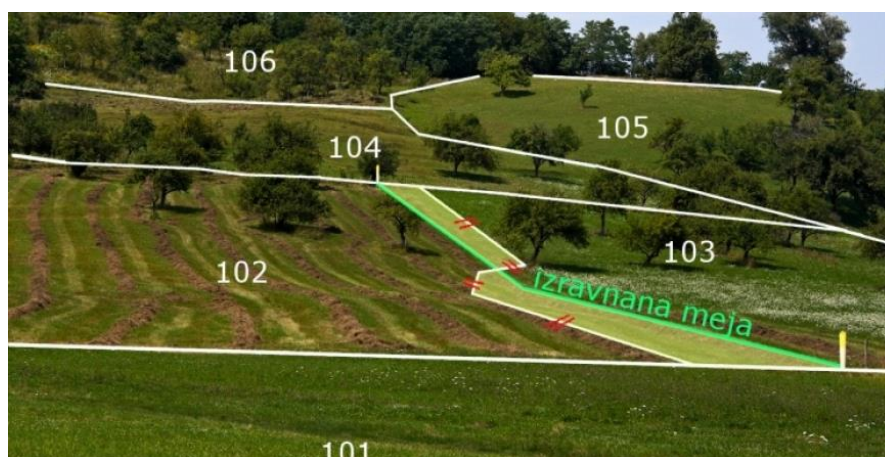


Figure 2: Example of a figure sourced from a website (Izravnana meja, 2025).

Citation in sources:

Izravnana meja. (2025). Geodetske storitve Žolnir. <https://zolnir.si/sl/izravnana-meje> (Sourced 6. 11. 2025)

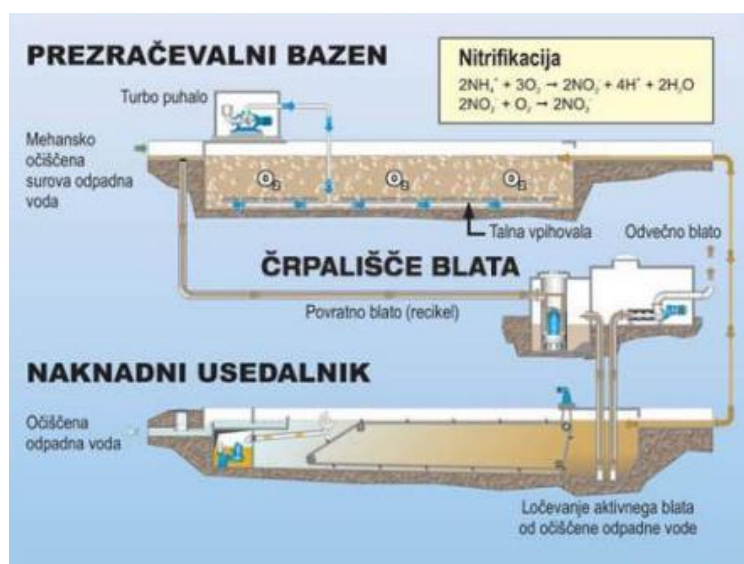


Figure 3: Example of a figure sourced from a printed source (Jarc, 2013, p. 12).

Citation in sources:

Jarc, G. (2013). *Podpora nadzornega sistema predelave odvečnega blata čistilnih naprav v trdno gorivo.* [Diplomska naloga]. Ljubljana: Univerza v Ljubljani, Fakulteta za gradbeništvo in geodezijo.

3.3 Equations

Numbered or unnumbered equations are written on separate lines, aligned left with a 1 cm margin. If the equation is numbered, the equation number shall be written in parentheses and aligned with the right margin. Parentheses shall also be used consistently when referring to equations in the text.

The basic rules for writing equations are:

- numbers, functions, brackets, units and text descriptions in mathematical expressions shall be written with upright, non-italicised symbols,
- variable labels shall be written in italics using letters of the Latin or Greek alphabet,
- labels for matrices and vectors shall be written with bold upright letters.

Example:

$$s = v \cdot t \quad (1)$$

3.4 Footnotes

Footnotes are used for content explanations that do not belong in the main text but are important for the overall understanding and provide additional justification for the topic or problem. This also includes citations in the original language if a translation is used in the text. Footnotes are numbered consecutively throughout the text and are placed below the line. The font size is 8 points, with no line spacing.

3.5 Appendices

Appendices are not an integral part of the final thesis but are included as supplementary material. They contain information important for a comprehensive presentation of the research but may distract from the main topic and disrupt the flow of the final thesis. Appendices may include survey questionnaires, printouts of statistical data processing, technical designs, sketches, maps, tables of measurements, and other additional material. Some results may also be referenced in the main text of the final thesis (e.g. see Appendix A). Each appendix shall be designated in its title by a capital letter: A, B, C, D, etc. Appendices shall not be included in the table of contents but must appear in the list of appendices.

They shall be numbered by first stating the letter of the appendix, followed by a hyphen and the sequential appendix page number. Each appendix shall be numbered independently, starting from page one.

4 COMPONENTS OF THE FINAL THESIS

4.1 Introduction

The first chapter of the thesis is an introduction, which generally includes:

- definition of the topic, problem and research questions,
- purpose and objectives of the thesis,
- theoretical starting points and an overview of previous research (presenting the theoretical basis and reviewed relevant sources, defining the position towards them and emphasising aspects relevant to the research topic),
- a brief description of the structure of the entire work.

The definition of the problem plays a key role as it must provide readers with a clear understanding of the problem being researched. An appropriately defined problem and research subject form the basis for formulating the purpose, objectives, research questions and/or hypotheses. The problem description shall also include arguments explaining why it is important to research this problem and what contribution the research will make to the field of civil engineering, geodesy, environmental engineering or wider society. In this regard, a logical order must be followed when describing the problem to ensure a coherent presentation of the issue.

4.2 Main part

The main part or core of the final thesis shall be meaningfully divided into chapters. In this section, it is essential to present the data in an organised and coherent manner through chapters and subchapters, to analyse, connect, critically evaluate, interpret, and include author's own ideas and comments.

The literature overview (which may also form a part of the introduction) presents existing sources, research and the achievements of other authors that serve as a starting point for further research or are directly related to the topic of the final thesis. This section provides a comparison of existing research conducted in the relevant field. Finally, it summarises why it is important to investigate the selected problem and what contribution the thesis makes to the existing knowledge and practices in civil engineering, geodesy or environmental engineering.

The main part shall provide a detailed description of the problem under consideration and presents the selected working methods. It shall describe in detail the research procedure, the practical implementation or use of the models, and any challenges encountered.

The results are the most important part of the thesis, as they present the research findings. In this chapter, the key results shall be presented clearly and precisely in the past tense and in a logical sequence, not necessarily in the chronological order of the research.

The discussion shall aim to interpret the results and compare them with the theoretical foundations presented in the main part of the thesis. In this section, no new theoretical premises or additional results should be introduced. Instead, key findings and potential open questions that could lead to further research should be highlighted.

4.3 Conclusions

Conclusions are an important part that summarises the key findings of the research and evaluates the goals achieved. They should not introduce new information, but only summarise

the essential insights gained from the research. The following elements are usually included in the conclusions:

- summary of key findings: concisely presented main results of the research and answers to the research question or hypotheses,
- connection to the set objectives: assessment whether the set objectives have been achieved and how the results align with expectations,
- contribution of the research: highlighted contribution of the research to the professional field (e.g. construction), its practical value and how it can be applied in a real environment,
- limitations of the research: any limitations encountered during the research (e.g. limited data sample, methodological constraints, availability of resources),
- recommendations for further research: suggestion of the directions for future research or improvements in the area under consideration.

The conclusions should be concise, clear, and logically connected to the rest of the work. They conclude the research and provide the reader with a final thought on its significance and usefulness.

The conclusions are followed by an unnumbered chapter containing sources and literature.

SOURCES AND LITERATURE

This chapter is included in the table of contents but is not numbered. All sources listed in the list of sources must be summarised or cited at least once in the text of the final thesis.

Sources must be cited according to regular APA standard (7th edition), or according to IEEE numeric citation.

When writing a list of sources, use the alphabetical order of the authors' surnames, or the titles of the works if the author is unknown (when using the APA method), or the numerical designation of sources as they appear in the text (when using the IEEE method).

When using IEEE method, the source shall be indicated in the text by a number in square brackets, e.g. [1]. In the list of sources at the end of the final section, the sources shall be arranged in the order in which they appear in the text. Each source cited in the text is thus linked to the corresponding sequential number in the list of sources.

The text in the list of cited sources shall be **left-aligned with a hanging indent**. Sources shall not be numbered or preceded by bullets, but shall be presented as separate paragraphs, with the second line indented slightly to the right for clarity, or a hanging indent is used.

Whenever possible, check and use the original (primary) source. If this is not possible or reasonable, accurately indicate the page(s) in the secondary source where the original source is summarised or cited.

The use of credible and, where possible, recent sources is essential in thesis writing, especially in the case of statistical data, where reliance on the latest available information ensures the validity and relevance of the research. Sources must come from professional publications and official websites. When searching for relevant sources, we use databases such as WoS, Scopus, and Google Scholar.

Materials such as student lecture notes and content from peer-to-peer learning portals (e.g. studentski.net) or non-professional encyclopaedias (e.g. Wikipedia) are not suitable for professional use.

What is citing sources?

There are two types of citation, namely:

- **direct** – citing the author's words verbatim
- **indirect** – citing the original source by paraphrasing or summarising its ideas in one's own words.

A direct or literal citation of a source is an exact transcription of the original text, citing another author word for word. A literal citation (quotation) is enclosed in quotation marks and must not be altered; if only a part of the text is used, the omitted part is replaced with three dots. After a literal quotation the author(s), year of publication of the source, and the page number where the quotation appears must be provided in parentheses. If the original quotation ends with a period, this period is placed before the closing quotation mark. In this case, a period is not added after the source reference.

Example:

»Tunnels reduce the impact on natural habitats, shorten travel distances and therefore reduce the length of constructed roads. However, tunnel construction requires large quantities of materials, especially concrete. It is therefore important to carefully choose the method of tunnel construction and the materials used.« (Rupnik, 2024, p. 13)

Even when indirectly citing literature, such as summarising, where the original text is paraphrased in one's own words (i.e. re-presenting, explaining or clarifying a previously discussed topic), the source of the summarised text must be precisely indicated in the appropriate place. After the citation, in parentheses, state the author(s), the year of publication of the cited source, and the page number on which the citation appears. In this case, place a period after the parentheses containing the source citation.

Example:

Tunnels reduce environmental impact and shorten routes, but they require large amounts of concrete, so careful selection of construction methods and materials is important (Rupnik, 2024, p. 13).

Explanations of abbreviations and acronyms when citing sources in the bibliography

This section defines the required information about the sources and the separators used between them. Examples of source citations are also provided.

Abbreviations used when citing sources shall be written in English. Examples of the most common abbreviations are shown in Table 3.

Table 3: Examples of the most common abbreviations.

Abbreviation in Slovenian	Abbreviation in English	Abbreviation explanation
idr.	et al.	and others (authors)
ur.	Ed.	Editor
V:	In:	When citing a paper from proceedings or a chapter in a book
in	&	and
b. d.	n. d.	No information about the date or year of the cited source

Specifics when citing sources

- if the same author (or group of authors) publishes several works in the same year, add the letters a, b, c to the year; do the same in the list of sources (e.g. Mikoš, 2004a, 2004b),
- place a period at the end of each cited source, except in the case of an online source, where no period is used,
- write the website link as an active hyperlink, but it must be formatted in regular black font without underlining,

- cite e-sources in the same way as printed ones, except that at the end a hyperlink to the website shall be added (URL or DOI), and the date of the source was accessed shall be stated (day. month. year, e.g.: Retrieved 6. 11. 2025),
- if the source does not include the year or date of publication, this information shall be replaced with the abbreviation n. d., which means "without date",
- personal communication (e.g. interview, conversation, e-mail, message via social network, etc.) with an expert in a specific field shall be indicated in the text with the surname of the person with whom you communicated and the date of communication, but is not included in the list of sources (e.g. Može, P., personal communication, 10. 1. 2025). It is recommended to ask the author of the personal communication for permission to quote. A copy of the cited source obtained in writing should be saved.
- if a generative artificial intelligence tool is used for writing the thesis, ethical guidelines must be followed, and it must be referenced both in the text and at the end in the list of sources. The generated answer shall be written in the text as follows: to the question asked ["Question statement"], the OpenAI ChatGPT tool generated the following answer: ["Answer statement"] (cited source).

Example:

In the text: (OpenAI ChatGPT, 2023).

In the list of sources: Author AI. (year of use). Name of AI used (version) [type or description of the model of use]. Link to the used model