

Appendix 3 to Decree No. 01-05-04/133
of the Academic Council
dated 14 August 2020

Instruction for Formatting a Thesis Submitted for the Award of a
Master's Academic Degree

1. Formatting of the Master's Thesis

1.1. General Provisions

1. Volume: The volume of the master's thesis, excluding appendices, must, as a rule, be no less than 50 and no more than 100 pages, formatted in accordance with this instruction. The count includes all bound pages.
2. Language: The master's thesis must be written in the language of the master's program, without orthographic, stylistic, or grammatical errors. The abstract – in Georgian and a foreign language.
3. Structure: The structure of the master's thesis is selected by the master's student in agreement with the supervisor and in accordance with the subject matter.
4. Paper: The master's thesis must be printed on A4-format (297×210 mm) paper with a density of 80 g/m². Orientation – vertical. Printing is carried out on one side of the page only. Photographs and other special-purpose drawings and tables may be printed on A4-format photographic paper. When larger sheets are used (e.g., for technological diagrams), any format is permitted, provided that such pages are not bound together with the main text.
5. Margins: left side – 38 mm, other sides – 25 mm.
6. Font: The main body of the text must be printed in one of the standard fonts (Sylfaen, AcadNusx, Litnux, Literaturuli_BJG_2000), size 12. A larger font, size 14, may be used for the titles of chapters and subchapters. Condensed fonts are not accepted. The text must be printed on a laser printer, or with quality comparable to it.
7. Page numbering: All pages must be numbered sequentially. Leaving blank spaces or blank pages is not permitted. Repetition of pages is also not permitted. The minimum font size for page numbers is 10. The page number must be positioned 1.3 cm from the bottom edge of the page and 2.5 cm from the right edge.
8. Line spacing: For the main text, the spacing is 1.5. For smaller sections (table of contents, list of tables and figures, abstract, footnotes, notes, etc.), a spacing of 1 is used.
9. Titles of chapters and subchapters: All chapter and subchapter titles must be included in the table of contents. Each chapter must begin on a new page, while a subchapter must continue on the same page.
10. Citing literature: Citations of literature must be given in the main text (as a rule, at the end of the paragraph) in square brackets using Arabic numerals. The font

must be the same size as the text. The list of literature cited must be given at the end of the master's thesis (see paragraph 1.4).

11. Footnotes: A footnote may be placed at the bottom of the page or at the end of a chapter/subchapter. Font size – 10 points. If a footnote is placed at the end of a chapter, numbering is carried out using Arabic numerals and runs sequentially throughout the entire chapter. If footnotes are placed at the bottom of the page, numbering is carried out using Arabic numerals, which may restart from the beginning on each page. In the main text, the footnote reference is indicated using superscript symbols (e.g., “**”).

12. The components of the master's thesis are (mandatory, unless marked with an asterisk):

- Title page
- Signature page
- Copyright page
- Dedication page*
- Abstract (in two languages)
- Table of contents
- List of tables
- List of figures
- List of abbreviations used*
- Alphabetical index*
- Acknowledgments page*
- Main text
- Introduction
- Literature review
- Research methods
- Results and their discussion
- Conclusion
- Footnotes*
- Bibliography or list of references used
- Appendices*

1.2. Pages of the Introductory Part

1. Title page (front cover): must be of a standard form. It must necessarily include the title of the master's thesis, the master's student's surname and name, the name of the master's program, the code (according to the qualifications framework), the text “Submitted for the Award of the Academic Degree of Master,” “Georgian Technical University,” “Tbilisi, 0175, Georgia.” It must also state the month and year in which the defense of the master's thesis is scheduled. The number of this page is 1, but it is not indicated (see Appendix 1).

2. Signature page: must be of a standard form. The original of the standard version of the master's thesis must bear original signatures. This page must include the text: "Georgian Technical University," the name of the faculty, "We, the undersigned, certify that we have reviewed the master's thesis prepared by [surname, name] titled: [title], and recommend it for consideration by the examination board of the [faculty name] of the Georgian Technical University for the award of the academic degree of Master," and the date. It must be certified by the signatures of the supervisor, the head of the faculty's quality assurance service (responsible for compliance of the formatting), and the reviewer (see Appendix 2).

3. Copyright page: must be of a standard form. The original of the standard version of the master's thesis must bear the author's original signature. This page is intended to grant the Georgian Technical University library the right of disposal (non-commercial distribution, referencing, and other uses). This page must include the text "Georgian Technical University," the year of its submission to the examination board, the author's surname and name, the title of the thesis, the name of the faculty, the academic degree sought, and the date the session was held. It must also include the standard texts: "In the event that individual persons or institutions request access to the above-titled master's thesis for informational purposes, the right to copy and distribute it for non-commercial purposes is granted to the Georgian Technical University," and "The author retains all other publishing rights, and neither the entire thesis nor its individual components may be reprinted or reproduced by any other method without the author's written permission. The author affirms that appropriate permission has been obtained for any copyrighted materials used in the thesis (except for brief quotations that require only a specific reference in the citation of the literature, as is customary in the preparation of scientific works), and assumes responsibility for all of them" (see Appendix 3).

4. Dedication page: the text and form of this page are completed at the author's discretion. It must not exceed 30 words.

5. Abstract (mandatory): it must clearly convey a brief summary of the work performed and the main results. As a rule, the abstract does not contain footnotes, tables, figures, diagrams, or other such elements. The length of the abstract must be between 500 and 800 words. The examination board has the right to distribute the abstract in both printed and electronic form. The line spacing is set at 1. The abstract must be prepared in two languages: the language of the master's thesis and English/Georgian.

6. Table of contents (mandatory): The master's thesis must contain a table of contents. The spacing must be 1. Font size – 12 points, with a spacing of 6–12 points between paragraphs. Page numbers must be aligned with the right margin. It is permissible to fill the space between the title and the page number with the symbols ".", "–", " _".

7. List of tables (mandatory): The spacing must be 1.5–2. If a paragraph exceeds one line in length, a spacing of 1 is used. The font size must be 12. Page numbers must be aligned with the right margin. It is permissible to fill the space between the

title and the page number with the symbols “.”, “–”, “_”.

8. List of figures (mandatory): The spacing must be 1. Font size – 12 points. The spacing between paragraphs must be 6–12 points. Page numbers must be aligned with the right margin.

9. It is permissible to fill the space between the title and the page number with the symbols “.”, “–”, “_”.

10. List of abbreviations used (where necessary): for abbreviations used in the master's thesis that are not generally accepted, it is advisable for the author to provide a list of them together with an explanation, which will make the thesis easier to understand.

11. Alphabetical index (where necessary): an alphabetical index may be added at the author's discretion.

12. Acknowledgments page (where necessary): the author has the right to express gratitude in the master's thesis to all persons who provided some form of assistance (who contributed in one way or another) to the completion of the master's thesis. In addition, the reason for the gratitude must be briefly and clearly stated after each named person (the form of assistance provided by that person, e.g.: financial assistance, arranging a business trip, providing materials needed for the research, consultation, etc.). The text and form of this page are completed at the author's discretion. Its size must not exceed one page.

1.3. Main Text

The main text must be divided into chapters and subchapters; it must necessarily contain an introduction, a literature review, research methods, the results obtained by the author on the basis of the scientific/engineering research conducted, and their discussion, as well as conclusions:

1. Introduction: The introduction must present a description of the research/engineering problem addressed in the master's thesis, its relevance, and its practical significance. The volume of the introduction must not exceed 5% of the volume of the main text.

2. Literature review: The literature review must present an analysis of the existing literature relating to the research/engineering task addressed in the master's thesis. The volume of the literature review must not exceed 30% of the volume of the main text.

Research methods (where applicable) and discussion of results: The structure of the research methods and the discussion of results depends on the subject matter of the master's thesis, and the author has the right to present them in whatever form he/she prefers. The number of subchapters is not limited.

3. Conclusions: The master's thesis must necessarily contain briefly formulated conclusions.

1.4. List of References Used

1. General provisions: The list of references used must be placed at the end of the master's thesis, in the order in which the sources are cited in the main text. The following style must be observed when citing a literary source:

1.1. Article:

Initial. Surname. Full title. Full name or abbreviation of the journal. Year, volume (if applicable), number, page (p.) range from start to end. E.g.:

1. Gigadze V. Logistical problems in the transportation of consolidated cargo. Expedition. 2017, 3, pp. 17–25.
2. Xie W., MacKerell A.D. Development of a polarizable intermolecular potential function (PIPF) for liquid amides. Chem. Theory Comput. 2001, 3, 6, pp. 1878–1889.

1.2. Book:

a) When citing specific pages:

Initial. Surname. Full title. Place of publication: Publisher. Year, [volume], page (p.) range from start to end. E.g.:

1. Bruice P. Organic Chemistry. New York: Pearson Education, Inc., 2004, pp. 45–123.

b) When citing an entire book:

Surname Initial. Full title. [Volume], place of publication: Publisher. Year, total number of pages, p.

1. Kotoria S. Mathematical Logic [2], Tbilisi. Tsnobiereba. 2015, 227 p.
2. Bruice P. Organic Chemistry. New York: Pearson Education, Inc., 2004, 896 p.

1.3. Patent:

Surname Initial. Full title. Place of publication. Patent number. Date of publication. Application number. Date the application was filed.

1. Cunningham B.T., Li P. Method and instrument for detecting biomolecular interactions, USA Pat. No. 7292336. 6.11.2007. Appl. No.: 11/605,798. Filed: 28.03.2007.

1.4. Information from the global network:

Name of the website/link. Last verified – day, month, year. E.g.:

- a) <http://patft.uspto.gov/netacgi/doc.html>, last verified – 5.03.2007.

b) Page numbering: pages are numbered sequentially together with the main text.

c) Spacing: the line spacing is 1. The spacing between paragraphs is 6–12 points.

d) Font size: the font size is 12 points.

1.5. Tables, Figures, and Formulas

1. General provisions: The content, placement, and formatting of figures and tables are determined by the specifics of the thesis. When using figures and tables taken

from other literary sources, copyright must not be infringed. Figures and tables are prepared in black and white; the use of color illustrations is also permitted.

2. Titles: Titles must be placed directly above or below the tables and figures. The font size used must be 1 point smaller than the font size of the main text. The use of bold font is permitted. The spacing is set at 1.

3. Placement: Figures and tables, together with their titles, may be placed either in the main text, on a separate individual page, or as an appendix. Figures, tables, and illustrations must be separated from the text by 1.5–2 cm. If necessary, horizontal orientation of the page is permitted. The margins and page numbering of horizontal pages must be the same as for vertical pages.

4. Numbering: Figures and tables in the main text are numbered sequentially throughout. Figures and tables in an appendix are numbered starting anew.

5. Formulas: Location – in the main text, typed using the MS Word formula-writing tool (“Equation”); numbering – sequential throughout; size – the same as the main text.

1.6. Appendix

1. General provisions: The appendix may contain data tables, figures, calculations, analytical procedures, diagrams, schemes, and other materials.

2. Copyright: When copyrighted materials are used in the master's thesis, letter(s) of permission for the copyright must be added as separate page(s) in the appendices.

[University Emblem]

GEORGIAN TECHNICAL UNIVERSITY

Name, Surname

Title of the Master's Thesis

Submitted for the Award of the Academic Degree of Master

Master's program - -----

---- Code ---

Georgian Technical University

Tbilisi, 0175, Georgia

Month, 20-- year

Signature page form

Georgian Technical University

----- Faculty,

We, the undersigned, certify that we have reviewed the master's thesis titled:

prepared by

Surname, Name

and recommend it for consideration by the examination board of the
-----Faculty of the Georgian Technical University for the award of the
academic degree of Master

Date: day, month, 20--- year

Supervisor – _____

Reviewer – _____

Head of the Faculty Quality Assurance Service – _____

Copyright page form

Georgian Technical University

Submitted to the examination board in 20-- year

Name, Surname

Title of the Master's Thesis

Faculty of the Georgian Technical University

Submitted for the Award of the Academic Degree of Master

Date the session was held "-----" "-----" 20-- year

"In the event that individual persons or institutions request access to the above-titled master's thesis for informational purposes, the right to copy and distribute it for non-commercial purposes is granted to the Georgian Technical University."

"The author retains all other publishing rights, and neither the entire thesis nor its individual components may be reprinted or reproduced by any other method without the author's written permission. The author affirms that appropriate permission has been obtained for any copyrighted materials used in the thesis (except for brief quotations that require only a specific reference in the citation of the literature, as is customary in the preparation of scientific works), and assumes responsibility for all of them."

Author's signature