Annex 3 to the Degree Awarding Procedure

**PRINCIPLES OF THESIS WRITING**

1. Basic requirements

**1.** A (Bachelor’s, Bachelor of Engineering, Master’s) thesis

1) is prepared independently by the student, under the supervision of the supervisor

2) the topic of the thesis should be related to the profile of education and the field of study

3) is subject to review,

4) is the subject of discussion and assessment during the final exam.

**2.** Preparation of the Bachelor’s and Bachelor of Engineering theses should develop the following skills:

1. studying the literature independently,
2. searching for source materials in existing scientific and industry studies, reports, electronic databases and organizations of economic and social practice independently,
3. identifying and assessing problems,
4. recognizing the regularities occurring within the studied phenomena,
5. drawing the right conclusions,
6. actively using the knowledge acquired during the studies and applying it in practice in the case of a practical profile,
7. inferring logically
8. independently solving specific diagnostic or design tasks,
9. preparing written works in the selected specialization using advanced information and communication techniques
10. using clear and precise language.

**3.** Preparation of the Master’s thesis should develop the following skills:

1. evaluating theoretical achievements in a given discipline,
2. searching for source materials in existing studies, scientific reports, and statistical materials independently,
3. identifying and assessing problems and embedding them in the literature, also in the case of the practical profile, identifying and assessing and solving and practical problems;
4. designing new solutions or modifying existing ones,
5. using research workshop, and in particular using the methods of scientific work relevant to the field and in the case of a practical profile, also taking into account norms and standards relevant to the current state of practice,
6. identifying and analyzing observed phenomena,
7. making a critical assessment, drawing correct conclusions, interpreting creatively,
8. actively using the knowledge acquired during studies and applying it in practice and in theoretical reasoning.
9. carrying out the arguments to their logical conclusions,,
10. using clear and precise language.

II. The character of the Bachelor's and Master's thesis

**1.** The Bachelor's and Master's thesis should include:

1. a clear definition of the research problem;
2. references to the core relevant literature;
3. description of how to solve the problem (methods, techniques, research tools used).

**2.** In the case **of fields of study assigned to scientific disciplines in the field of social sciences,** the thesis may be of the following nature:

* + 1. design (e.g. organization project, management system project, system project, information system for management project, capital supply system design, project for acquiring financial capital, infrastructure or software project, crisis management system project, and information in administration circulation project, a project for securing personal data, system of command in public order services project),
    2. projection (e.g. business plan, marketing plan, diagnosis of the situation, market analysis),
    3. analytical (e.g. solution of a practical problem, empirical research in organizations or enterprises based on data collected in specific companies, institutions and offices, analysis of the economic system, financial system, market trends, sales management, production management, human resources management, public administration system, local taxes and fees, property administration, organization of security forces, empirical research based on data collected in organizations and social institutions, including specific companies),
    4. research (e.g. solving a practical problem, empirical quantitative or qualitative research into social phenomena and processes).

**3.** In the case **of fields of study assigned to disciplines in the field of social sciences and humanities** (e.g. education studies), the thesis may be of the following nature:

1. project (e.g. a project of educational and therapeutic rehabilitation and adaptation activities in individual cases, including own pedagogical forecasts),
2. analytical and projection nature (e.g. analysis and diagnosis of pedagogical problems in educational, social, systemic and preventive aspects),
3. research (e.g. pedagogical monographs of problems, cases, institutions; empirical and analytical research in socio-educational environments, theoretical and practical analyses of pedagogical problems).

**4.** In the case **of fields of study assigned to subdisciplines** (e.g. philology), the Bachelor's thesis refers to the following fields: literature and culture of a given language area, linguistics, translation studies, and foreign language teaching. The Bachelor's thesis should be a problematic study. In the field of:

1. literature, the student should independently analyze a selected literary work, translate a work into Polish or a foreign language or analyze the motif or a problem in a group of related literary works or literature periods or other cultural works,
2. translation studies, the student conducts a comparative analysis of language material, starting from the classic works of literature through specialized vocabulary, to the analysis of audiovisual translation,
3. linguistics, the student analyzes the use of language in a wide range of contexts, both in the historical and contemporary perspective. The main research areas are grammar, semantics, syntax, pragmatics, phonology and phonetics, and comparative and historical linguistics,

**5.** In the case **of theses in the field of medical sciences and health sciences** (e.g. in the field of physiotherapy or medical rescue), the thesis may be of the following nature:

* + 1. research
    2. project
    3. review
    4. illustrative - based on extensive literature on a specific topic,
    5. case study

III. The standard of Bachelor of Engineering theses in fields of study assigned to scientific disciplines in the field of engineering and technical sciences and ending with the conferral of a degree of Bachelor of Engineering or Master of Engineering

1. Basic requirements

In the case of a practical profile, a Bachelor of Engineering thesis should include:

* a solution to a specific engineering problem (of application, research, and design nature, or the one which evaluates practice in light of theory) using knowledge acquired during studies;
* a close link with the results of research with engineering practice (justification of the use in a dedicated industry).

Preparation of the Bachelor of Engineering thesis should develop the following skills:

1. studying the literature independently (the use of foreign language studies, as well as the latest scientific and industry publications is recommended),
2. identifying and assessing engineering problems,
3. searching for and selecting information and assessing the quality and reliability of sources in reference to non-serial scientific studies, articles of specialist journals, legal acts, technical and design documentation and electronic resources,
4. recognizing the regularities occurring within the studied engineering phenomena,
5. drawing the right conclusions,
6. actively using the engineering knowledge acquired during studies and applying it in practice,
7. inferring logically,
8. independently solving specific diagnostic, design or application tasks,
9. using analytical, simulation or experimental methods to solve a practical engineering problem,
10. writing papers in the chosen specialization using research methods and tools used in engineering,
11. using clear and precise language.
12. The character of the Bachelor of Engineering thesis

The Bachelor of Engineering thesis should:

1. have a chapter entitled *Introduction,* in which it is necessary to outline the general background of the examined problem (genesis), indicate the technical premises for choosing a thesis topic, define the purpose, scope and area of the thesis, indicate research methods and tools, as well as present general information about the content of individual thesis chapters and source bases,
2. include references to the core relevant literature – literature analysis (the use of foreign language studies and the latest publications is highly recommended),
3. provide an independent solution to an engineering problem (of application, research, and design nature, or the one which evaluates practice in light of theory) and demonstrate the degree candidate’s engineering knowledge in a given field of study,
4. include elements of the engineering workshop, such as formal assumptions, engineering calculations, technical drawings, design calculations and estimates, references to patents, standards, catalogues, price lists, legal acts, etc.),
5. be prepared based on the use of diagnostic, analytical, simulation, research and experimental methods in solving practical engineering tasks using general and specialist knowledge,
6. have a chapter entitled *Conclusion.* The chapter should be before References, contain a summary of the main achievements of the thesis based on the results of own research. In addition, this chapter should describe what needs to be done if work on the topic is to continue.
7. **Specializations** assigned to scientific disciplines in the field of engineering and technical sciences and ending with the conferral of a degree of Bachelor of Engineering or Master of Engineering (practical profile)

In the case **of fields** assigned to scientific disciplines in the field of engineering and technical sciences and ending with the conferral of a degree of Bachelor of Engineering or Master of Engineering, the Bachelor /Master of Engineering thesis should be related to a goal strictly defined in engineering categories, such as:

in the field *of Computer Science, e.g.:*

* + 1. software development,
    2. development of hardware solutions,
    3. examination of information systems,
    4. analysis of the operation of specific applications, with an indication of possible improvements

in the field of *Logistics, e.g.:*

1. optimization of the logistics problem/issue in the company,
2. development of the project, the concept of the logistics system,
3. comparative analysis of various logistics solutions using engineering techniques,
4. analysis of the operation of specific IT systems used in logistics systems, together with an indication of possible improvements,
5. development of a logistics process management system,
6. solution to a logistical problem with the use of an IT tool,
7. analysis of the development of the indicated transport system in terms of urban logistics,
8. shaping the transport system with the use of urban logistics tools,
9. security management in logistics processes,
10. analysis of the operation of an element of the urban logistics system with the use of research tools

**in the field of *Transport***: e.g.:

1. designing and implementing methods of manufacturing vehicles, their components and devices,
2. organizing the production process and operation of facilities,
3. the use of modern tools of the engineering activity, including computer techniques,
4. linking research results with engineering practice,
5. development of transport management systems and their tools (including risk management),
6. analysis and validation of criteria for transport processes,
7. research into the human factor in transport.

in the *field* *of Production Management and Engineering, e.g.:*

1. a description of the practical implementation (an experimental model) of the device, installation, system or its fragment, a description of the existing factory device and a proposal for research methodology,
2. the design of a quality management system based on a selected company,
3. the design of a risk prevention system at a given workplace, based on a selected position in a production company,
4. the design of an IT system in a given company,
5. the design of a system of hazard identification, occupational risk assessment and risk prevention on a selected example and workplace
6. the design of the supply chain management process in the company,
7. the implementation of integrated management systems in the company,
8. testing and development of new laboratory instructions, based on a new range of measurements, with results for the workplace,
9. the description of the measurement method, the measuring instrument, the measurement procedures,
10. the presentation of developed algorithms, programs, and procedures,
11. the development and description of the simulation model.
12. Review of the Bachelor of Engineering thesis

The review of the Bachelor of Engineering thesis is based on the following substantive criteria:

* the degree of compliance of the content of the thesis with the title of the thesis,
* the correctness of the thesis layout, the order of chapters, the logical and factual connection between the issues raised and the completeness of the content,
* the method of selection and use of bibliographic sources,

1. classifications of the thesis with substantive assessment taking into account the application, research, and design nature, or the one which evaluates practice in light of theory,

The thesis of the application nature **should** be dedicated to a specific recipient (an existing business unit, organization or institution). It includes the design and implementation of a process or system (e.g. computer, company management, process optimization) which performs specific utilitarian functions resulting from the analysis of the environment or user needs (e.g. detection and removal of causes of improper quality).

A **research thesis contains an** experimental solution to a specific research hypothesis. It includes the conception and appropriate selection of research methods, the planning and organization of the experiment, the presentation of the results obtained, their discussion and the formulation of conclusions for implementation.

**A design thesis** is a specific complex system in an existing or hypothetical company (e.g. technological, product manufacturing, management, computer, logistics, organizational process, etc.) without the need for its implementation.

The thesis **evaluating the practice in light of theory** should be polemical and include an analysis and evaluation of the selected problem/issue of economic practice using engineering techniques for organizing and analyzing information based on concepts and theoretical issues presented in the relevant literature (book studies, scientific journals, patents, industry standards).

The requirements as regards engineering theses written during full-time and part-time studies are the same, and above all they include the demonstration of the ability to solve engineering tasks using general and specialist knowledge and the demonstration of knowledge and skills in the application of technical and organizational solutions and the ability to use modern engineering tools.

IV. General requirements of the thesis (applies to Bachelor's, Bachelor of Engineering and Master's thesis):

* + 1. A4 format;
    2. font: *Times New Roman* – size 12 points;
    3. margins: left: 3.5 cm; upper, lower and right: 2,5 cm; in printed work, mirror margins on both sides;
    4. obligatory text adjustment (alignment to both margins),
    5. obligatory word syllabification function, with the exception of theses written in the field of philology (English Studies);
    6. use automatic indents – paragraphs (1.25 points) when starting the next line. The verses should be at least three-, four-sentence;
    7. Hardback, double-side printing,
    8. all thesis pages are numbered (page numbering in the footer, even page numbering to left, odd to right, Times New Roman font, size 12 points). The first page (not numbered) is the title page of the thesis, numbering starts from the table of contents (page 3);
    9. each subsequent chapter (and another part of the thesis equal to the chapter, e.g.: introduction and conclusion) should start with a new page, while observing the rule that the table of contents, introduction, chapter I, conclusion, and references should start on odd-numbered pages;
    10. it is recommended that the thesis be prepared on the basis of the latest literature (national and foreign), presenting the current state of knowledge related to the subject of the thesis. The bibliography should also include publications in English - at least 2 publications for Bachelor's thesis, and Bachelor of Engineering theses and 3 in the case of the Master’s thesis. This requirement applies to theses written since the summer semester 2021/2022.
    11. recommended volume of the thesis: 45-60 pages (Bachelor's thesis), 70-90 pages (Master's thesis);
    12. chapter titles should be written in 14-point bold characters;
    13. the titles of the sub-chapters should be written in bold font size 12 pt.;
    14. do not put full stops at the end of the titles of chapters and subchapters
    15. an office copy should contain the student's statement about writing the submitted thesis independently.
    16. in the case of theses written in the field of philology, specialization in English Studies:
* the thesis is written in English, and a summary of the thesis in Polish,
* the summary of the thesis may not exceed the A4 format page and is at the end of the thesis, before references,
* the thesis contains two title pages - in English and Polish (a specimen of the title page is attached to this document).

V. Thesis layout (applies to Bachelor's, Bachelor of Engineering and Master's theses):

* + 1. title page;
    2. in the case of theses written in the field of philology, specialisation in English Studies– 2 title pages (in Polish and English versions);
    3. table of contents;
    4. Introduction (the introduction should outline the general background of the examined issue, indicate the reasons for choosing the topic of the thesis, define the purpose and scope of the thesis, indicate research methods, as well as present general information on the content of individual chapters and sources);
    5. chapters containing the main text of the thesis - the use of numbering within each subchapter (e.g. 1.1, 1.2, 1.2.1, 1.2.2, 1.2.3, 1.3, 1.3.1, 1.3.2, 1.4, etc.);
    6. conclusion (the conclusion should indicate the synthetic conclusions from the thesis, optionally mention the possibilities of future solutions, respond to the research problem and research hypotheses and research methods and techniques used, and in the case of a practical profile, assess the proposed solution, and present recommendations for future implementations or improvements. The conclusion does not contain research results, which are an integral part of the research chapter);
    7. a list of the cited literature in alphabetical order consistent with the requirements of the bibliographic description and the list of legal acts used. In the theses, where a significant number of sources have been referred to, references can be divided in the following subsections:
  + non-serial publications;
  + articles in non-serial publications;
  + articles in serial publications;
  + a list of legal acts used in alphabetical order by date of origin (indicating the place of publication or a note ‘unpublished’ in square brackets);
  + netography (a list of internet sources used);
  + a list of documents used (with an indication of the place of publication or a note [unpublished] in square brackets);
  + other (if necessary):
    1. a list of tables;
    2. list of figures (diagrams, maps, etc.);
    3. list of appendices.

VI. Editorial requirements (applies to Bachelor's, Bachelor of Engineering and Master's theses):

* + 1. paragraphs should start with the same indentation for the whole document (by means of the top ruler or in the paragraph formatting window– 1.25 points). Do not use the spacebar or tab for this purpose. You also cannot start the next line of the text with single letters, e.g. "a", - a word processor determines their location.
    2. spacing between words should always be 1 space. It is made easier by enabling the "Show all (Ctrl + \*)" function, marked on the taskbar with the symbol "¶"
    3. do not insert space before the following characters: full stop, comma, colon, semicolon, closing parentheses, closing quotation marks, footnote reference, percent sign;
    4. do not insert space after the following characters: an opening bracket, an opening quotation mark;
    5. do not insert space between the initials of the names (an example of the correct form: J.I. Kraszewski);
    6. no spaces are used to set words or data into columns. Use tabs or tables (with invisible grid lines) instead;
    7. no slashes are used as brackets;
    8. in the texts in Polish, „…..”quotation marks are obligatory. In the texts in  
       other languages, ​​use quotation marks appropriate to this language, e.g. "English text”,« French text ». Avoid the sign **"** (usually when the scanned text is pasted);
    9. exact quotes are entered using „…..”quotation marks. For a quote in the quote use "French" quotation marks. French quotation marks should be inserted from the character table (command: insert a symbol), do not replace it with a double sign <i>. A separate paragraph with a smaller-sized font can also be used. In texts written in foreign languages, the quote in the quote is marked in a way appropriate for this language;
    10. do not put a prime sign (') in place of an apostrophe (’);
    11. in the case of a foreign language text, correct diacritical marks should be used (e.g. à, á, â, ã, ä). It is not allowed to substitute such marks with an apostrophe or a prime sign added before or after the letter (e.g. 'a, a');
    12. the *italic* variant is used in: the titles of printed works (*History of philosophy*), foreign language inclusions (*a propos, ex lege*), Latin medical terms (*variola vera*), Latin systematic names (*Corvus corvus*), Italian musical terms (*staccato*), the names of legal acts. Do not apply italics to quotes;
    13. Non-italicized font with the use of a quotation mark is used in: titles of typescripts (e.g.  
        unpublished doctoral dissertations), titles of journals ("Dialogue");
    14. parts of the text can be made distinct by bold font, *italics* or spaced-out character/letter spacing. Underlining cannot be used to make part of the text distinct. You should also avoid using several types of distinctions. They should be applied uniformly and consistently. In texts written in foreign languages, use the distinction relevant for this language;
    15. pay attention to the logical correctness of the internal division of the text, to maintaining the proper hierarchy of subheadings. In the case of a collective work, the subheadings of the same order must have the same style in all articles;
    16. pay attention to the logical correctness and consistency during the use of numbered lists or bullet points, especially multistage lists. The use of automatic bullet points is not recommended. An en dash (–) and an em dash (—) are allowed as a punctuation mark; dots, squares, stars and other graphic characters are not allowed;
    17. numbers longer than four digits (with the exception of catalog numbers, etc.) are grouped in threes (counting from the end), e.g. 1 234; 1 234 567;
    18. signs of mathematical operations appearing in the continuous text, are separated by spaces,  
        e.g. a = 12;
    19. do not use a hyphen (-) or an en dash (-) for minus (-) In the case of doubts about the inserted symbol, it is worth adding an equal sign. The minus sign always falls in the middle (a = -1), unlike the hyphen (a = -1) and an en dash (a = –1);
    20. The text cannot be raised/lowered for superscripts or subscript (e.g. the notation should be a2 or a2),
    21. font scaling is not used or condensing/ expanding spacing between characters (except for spacing-out);
    22. A superscript should be used in the notation of hours (e.g. 1030, not 10.30);
    23. the following rules apply to the use of the hyphen, an en dash and an em dash:  
        the hyphen (-) is used for example in: Polish-Russian, Szelburg-Zarembina. A short hyphen never occurs separately; En dashes (-) without a space are used in "from-to" expressions (e.g. 1939–1945, pp. 14–18); An en dash (–) with a space is used in the function of a dash;  
        Em dashes (—) are used in bullet points (in multi-level bullet lists, an en dash is also used);
    24. when writing dates in the text, the following notation should be applied: 1 December, 2011  
        or 1.12. 2011 (it is a mistake to precede the day of the month with the digit "0", e.g. 01 December 2011, 01.12.2011 and linking the year with the sign "r.", e.g. 2011r. (in Polish). It is also a mistake to write dates in the reverse order: 2011.12.1). The notation of years in the text should be the same, e.g. 2011 r. or 2011 rok or rok 2011 (in Polish).

VII. Rules for writing footnotes and bibliographic description (applies to Bachelor's, Bachelor of Engineering and Master's theses):

1. Footnotes in the field of philology (specialization of English Studies):

* + 1. in the case of the thesis written in the field of philology, English Studies, Harvard / Oxford style of referencing inside the text should be used, e.g.: (Pieńkos 2003: 140), where: Pieńkos - author's surname, 2003 - year of publication, 140 – a number of the page number with a referenced fragment;
    2. in the footer write translations, comments or the comments of the authors referred to, in the form of a footnote;
    3. Comments should be inserted automatically in the form of footnotes (Times New Roman font: 10 points, 1.0 spacing).

2. Footnotes for other fields of study:

* + 1. Automatic footnotes are required (Times New Roman 10 pt, 1.0 spacing);
    2. Continuous numbering applies throughout the document. Separate numbering is allowed for each chapter;
    3. do not insert non-standard characters as links. It particularly refers to inserting numbers as special characters. An exception to this rule is the character \*, which can be used in a justified case (e.g. information about the author of the article in collective work or in a table);
    4. do not create footnotes to footnotes;
    5. in the main text, the footnote reference is placed before all punctuation marks with the exception of inverted commas, question mark and parenthesis (here, the reference mark is placed depending on the context);
    6. footnotes are inserted automatically, with the exception of a quotation mark, question mark and a parenthesis,
    7. footnotes to tables should not be inserted automatically. A footnote to the table must be  
       placed directly under the table and therefore it should be entered manually;
    8. when using the footnotes of authors using a different way of writing them, it is obligatory to apply the rules set out in this Annex.

3. Principles of referencing: apply to theses written in the field of philology, English philology  
specialization of English Studies

3.1. non-serial publications:

* + 1. surname, first name initial or first names initials separated by commas,
    2. the year of the publication of the work is in paranthesis,
    3. the title of the work is written in *italics*;
    4. the publishing address (place and year of publication) according to the following examples:

Balcerzan, E. (1998) Literatura z literatury. Strategie tłumaczy. Katowice: Śląsk.  
Catford, J. (1965) A Linguistic Theory of Translation. London: Oxford University Press.  
Newmark, P. (1988) A Textbook of Translation. New York: Prentice Hall.  
Milton, J., Bandia, P. (2009) Agents of Translation. Philadelphia: Benjamins Translation Library.

3.2. articles in non-serial publications

* + 1. surname, first name initial or first names initials separated by commas,
    2. the title of the article is written in *italics*,
    3. the formula [in:],
    4. the initial of the name, the surname of the editor(s),
    5. the formula (ed.), (eds.) should be used,
    6. the title of the work is written in *italics*,
    7. page numbers should be given in parenthesis
    8. The name of the publishing house should be given at the end.

Examples:

Mackey, W.F. (1998) *The ecology of language shift*. In P.H. Nelde (ed.) Languages in Contact and in Conflict (pp. 35-41). Wiesbaden: Steiner.

Marien, C., Pizam, A. (1997) *Implementing sustainable tourism development through citizen participation in the planning process.* In S. Wahab and J. Pigram (eds) Tourism, Development and Growth (pp. 164-78). London: Routledge.

3.3. articles in journals

* + 1. surname, first name initial or first names initials separated by commas,
    2. non-italicized title of an article;
    3. the title of the journal is written in italics,
    4. the volume number and page numbers in the formula "from -to" should be given . A colon should be inserted between the volume number and page numbers.

Examples:

Shehadeh, A. (2011) Effects and student perceptions of collaborative writing in L2. Journal of Second Language Writing 20(4): 286–305.  
Storch, N., Wigglesworth, G. (2010). Learners’ processing, uptake, and retention of corrective feedback on writing. Studies in Second Language Acquisition 32: 303–334.

* 1. websites (in the case of records of Internet addresses, the computer automatically highlights it and dyes it blue, in which case the underline should be removed and font dyed black)
     1. website address,
     2. date of access,

Examples:

* As a reference

Schwarz, B. (2003) *Translation in a Confined Space.* Accessed at <http://accurapid.com/Journal/23subtitles.htm>. Date of access: 26.09. 2012.

* as a footnote in the text: (Schwarz 2003)

4. Principles of referencing (applies to theses written in other fields of study)

4.1. non-serial publications:

* + 1. the initials of the name and surname of the author or initials of the names and surnames of the authors, separated with a comma. In the case of more than three authors, you should limit yourself to giving the first three, replacing the names of the others with the formula “ i in.” ("et al.");
    2. in the text of the footnote, first the initial of the first name, and then the surname (J. Kowalski); whereas in references (due to the alphabetical order), first write the surname and then the initial (Kowalski J.);
    3. the title of the work and, if any, the subtitle (separated from the title with a full stop), using an italic typeface;
    4. the initial of the name and surname of the scientific editor, preceded by an abbreviation (red.) [(ed.)] (in the case of a collective work); In this case, we always first provide the initial of the name, and then the name of the editor – regardless of whether we make a footnote or references;
    5. publishing parts are written in Arabic numerals, e.g. Vol. 2, part 4;
    6. the publishing address ((place and year of publication), and in the absence thereof - the following abbreviations are used in square brackets: [b.r.w.] (no year of publication) - [n.d.]. [b.m.w.] (no place of publication) - [n.p.]
    7. in the footnote to the quotation from the reference item, the page number is given; when we refer to a given item, but do not quote it, the description is preceded by the abbreviations: zob., por. (see, cf.)

Examples:

- as a footnote:  
J. Wolff, Wybrańcy sztuki. Szkice, Warszawa 1982, s. 40.  
Zob. J. Wolff, Wybrańcy sztuki. Szkice, Warszawa 1982, s. 40.  
Por. D. Buttler, H. Kurkowska, H. Satkiewicz, Kultura języka polskiego. Zagadnienia poprawności leksykalnej, Warszawa 1982, s. 123 i n.  
S. Brodzka, H. Zaworska, S. Żółkiewski (red.), Literatura polska 1918–1975, t. 1: 1918–1932,[b.m.r.w.], s. 300–315.

J. Wolff, Wybrańcy sztuki. Szkice, Warszawa 1982, p. 40.  
Zob. J. Wolff, Wybrańcy sztuki. Szkice, Warszawa 1982, p. 40.  
Cf. D. Buttler, H. Kurkowska, H. Satkiewicz, Kultura języka polskiego. Zagadnienia poprawności leksykalnej, Warszawa 1982, p. 123 et subseq.  
S. Brodzka, H. Zaworska, S. Żółkiewski (eds.), Literatura polska 1918–1975, vol. 1: 1918–1932, [n.d, n.p.] pp. 300–315.

- as references:  
Wolff J., Wybrańcy sztuki. Szkice, Warszawa 1982.

4.2. articles in serial publications:

* + 1. the initials of the name and surname of the author or initials of the names and surnames of the authors, separated from each other by commas;
    2. the title of the publication, using italics (ending with a comma);
    3. formula [in:];
    4. the title of the publication, in italics;
    5. the initial name of the scientific editor, preceded by an abbreviation (oprac.) or (red.) -   
       (ed.);
    6. publishing parts given in Arabic numerals, e.g. vol. 2, part 4;
    7. publishing address (place and year of publication); and in the absence thereof, the following abbreviations in square brackets: [b.r.w.] (no year of publication) - [n.d.]. [b.m.w.] (no place of publication) - [n.p.]
    8. in the footnote to the quotation from the reference item, the page number is given; when we refer to a given item, but do not quote it, the description is preceded by the abbreviations: zob., por. (see, cf.)

Examples:

* as a footnote:

J. Warońska, Zbigniew Herbert a kultura masowa, [w:] Kicz, tandeta, jarmarczność w kulturze masowej XX w., (red.) L. Rożek, Częstochowa 2000, s. 50.  
(J. Warońska, Zbigniew Herbert and mass culture, [in:] Kicz, tandeta, jarmarczność w kulturze masowej XX w. (ed.) L. Rożek, Częstochowa 2000, p. 50

9) if we refer to a chapter in the work of one author, we use the following form of notation:

R. Szwed, Prezesi Związku Miast Polskich, [w:] tegoż, Samorządowa Rzeczpospolita 1918–1939. Wybór rozpraw i artykułów, Częstochowa 2000, s. 140.

* R. Szwed, Prezesi Związku Miast Polskich, [in:] tegoż, Samorządowa Rzeczpospolita 1918–1939. Wybór rozpraw i artykułów, Częstochowa 2000, p. 140.
* As references:

Warońska J., Zbigniew Herbert a kultura masowa, [w:] Kicz, tandeta, jarmarczność w kulturze masowej XX w., (red.) L. Rożek, Częstochowa 2000.

Warońska J., Zbigniew Herbert a kultura masowa, [in:] Kicz, tandeta, jarmarczność w kulturze masowej XX w., (ed.) L. Rożek, Częstochowa 2000.

4.3. articles in serial publications (published in the journal):

* + 1. the initial of the name and surname of the author;
    2. the title of the article, in italics;
    3. the title of the journal in quotation marks;
    4. year of publication;
    5. the subsequent number of volume, issue or bulletin within annual volumes.

Examples:

* as a footnote:

M. Grabałowska, Jak integruję dzieci poprzez taniec?, „Edukacja Elementarna w Teorii i Praktyce” 2006, nr 1, s. 10.

* M. Grabałowska, Jak integruję dzieci poprzez taniec?, „Edukacja Elementarna w Teorii i Praktyce” 2006, no 1, p. 10.
* As references:
* Grabałowska M., Jak integruję dzieci poprzez taniec?, „Edukacja Elementarna w Teorii i Praktyce” 2006, nr 1.
* Grabałowska M., Jak integruję dzieci poprzez taniec?, „Edukacja Elementarna w Teorii i Praktyce” 2006, no 1.

4.4. works included in annual journals:

* + 1. the initial of the name and surname of the author;
    2. the title of the article, in italics;
    3. the title of the annual journal is in quotation marks;
    4. the subsequent number of a volume, issue or bulletin within annual volumes (Roman numerals);
    5. the initial and surname of the editor, preceded by an abbreviation (red.)- (ed.);
    6. place and year of publication.

Examples:

* as a footnote:

T. Rygalik-Weżgowiec, Dorożki w Częstochowie, „Ziemia Częstochowska”, t. XXX, (red.) M. Antoniewicz, Częstochowa 2003, s. 50.  
U. Nowacka, Analiza postaw studentów, „Prace Naukowe AJD w Częstochowie. Seria: Edukacja Techniczna”, z. I, (red.) A. Gil, Częstochowa 2003, s. 28.

T. Rygalik-Weżgowiec, Dorożki w Częstochowie, „Ziemia Częstochowska”, t. XXX, (ed.) M. Antoniewicz, Częstochowa 2003, p. 50.  
U. Nowacka, Analiza postaw studentów, „Prace Naukowe AJD w Częstochowie. Seria: Edukacja Techniczna”, bulletin. I, (ed.) A. Gil, Częstochowa 2003, p. 28.

* As references:

Nowacka U., Analiza postaw studentów, „Prace Naukowe AJD w Częstochowie. Seria: Edukacja Techniczna”, bulletin. I, (ed.) A. Gil, Częstochowa 2003.

4.5. unpublished materials:

a. archives:

* + 1. the name of the document;
    2. the author;
    3. place and date;
    4. name of the archiving location (archives);
    5. file reference number.

Example:

Sprawozdanie roczne Muzeum Częstochowskiego, Częstochowa 1.12.2007 r., Archiwum Państwowew Częstochowie, sygn. 15/07

Annual report of the Częstochowa Museum, Częstochowa 1.12.2007, State Archives in Częstochowa, reference number 15/07

b. Typescripts/manuscripts:

* + 1. initial of the name, surname of the author,
    2. information on the technique of making it (typescript / manuscript)
    3. the nature of the work (e.g. a Master's thesis),
    4. in the case of the Master’s thesis and doctoral dissertation, the initial of the name and the surname of the supervisor,
    5. the name of the institution where the work was written or where it is located,
    6. place and year of writing.

Example:

A. Stawicka, „Dzieje legendy Józefa Sułkowskiego 1798–1984” (maszynopis pracy magisterskiej pisanej pod kierunkiem J. Ziółka), Katolicki Uniwersytet Lubelski, Lublin 1990.

A. Stawicka, „Dzieje legendy Józefa Sułkowskiego 1798–1984” (typescript of the Master’s thesis written under the supervision of J. Ziółka), Katolicki Uniwersytet Lubelski, Lublin 1990.

c. Interviews:

* + 1. the name of the person interviewed,
    2. place and date of the interview

Example:

An interview with Adam Kowalski, Kraków, 15.5.2008

d. correspondence:

* + 1. name and surname of the author- sender,
    2. the name of the recipient,
    3. the place and date of the letter.

Example:

Adam Kowalski's letter to Jan Kowalski, Kraków 15.5.2008

e. website:

* + 1. website address, in the footnote preceded by the wording "source:"
    2. date of access.

Example:

* as a footnote:

Source: Training at Dell's factory in Ireland, [www.dell.2dell.pl/2007/08/28/szkole-nia\_w\_fab-ryce\_della\_in\_Ireland](http://www.dell.2dell.pl/2007/08/28/szkole-nia_w_fab-ryce_della_w_irlandii) of 5.11.2007.

* references (netography):

[www.dell.2dell.pl/2007/08/28/szkole-nia\_w\_fab-ryce\_della\_in\_Ireland of](http://www.dell.2dell.pl/2007/08/28/szkole-nia_w_fab-ryce_della_w_irlandii) 5.11.2007

**4.6. legal acts**:

When referring to normative acts, it is recommended to arrange legal acts in hierarchy. The highest position in the hierarchy of normative acts is occupied by the Constitution of the Republic of Poland, followed by the act, then executive acts, which include ordinances and regulations as well as normative acts issued by local self-government bodies, as well as provincial governors. In references, we order legal acts alphabetically and ascending by the dates of their creation. The rules governing the description of legal acts have changed since 2013 (see the latest example).

Examples:

The Act of 18 September 2001 on Electronic Signature (Journal of Laws No. 130, item 1450, as amended);

The Act of 27 April 2001. Environmental Protection Law (Journal of Laws of 2008 No. 25, item 150, consolidated text as amended)

Regulation of the Minister of Finance of 14 July, 2005 on the issue and transmission of  
invoices in electronic form, as well as their storage and making them available to the tax authority  
or to the fiscal control authority (Journal of Laws No. 133, item 1119);

Regulation No. 64/70 / P of the Minister of Justice of 5 September, 1970 on the organization of  
social adaptation centers (unpublished).

The Act of 21 February 2014 on the Sołecki Fund (Journal of Laws No. Journal of Laws 2014, item 301).

4.7. electronic documents

When referring to electronic documents, it is recommended that: as for an electronic document on an optical disc, information about the data storage medium should be provided.

Example:

Marszałek N., Motywacja bez granic [CD-ROM], Helion, Gliwice 2007.

4.8. standardization documents

When referring to standardization documents, it is recommended to enter the standard number with the symbol, after the colon of the year of issue, then the name of the standard.

Example:

PN-ISO/IEC 11770-3:2000. Information technology: Security techniques. Key management – Mechanisms using asymmetric techniques.

PN-ISO/IEC 11770-1:1998. Information technology: security techniques: Key management: structure.

5.9. patent document

When referring to a patent document, enter the patent author or proprietor, patent title,   
 secondary liability, e.g. name of the institute, country or office granting the patent, type of   
a patent document, e.g. a patent description, number, date of issuing a patent document.

Example:

Reda, Janusz, Sposób zasilania plazmotronu łukowego do cięcia pod wodą i plazmotron łukowy docięcia pod wodą, Instytut Energii Atomowej, Otwock-Świerk, Polska, Opis patentowy,152 261,Opubl. 31.05.1991.  
Reda, Janusz, The method of feeding the arc plasma plectropron for cutting under water and arc plectropron for cutting under water, Institute of Atomic Energy, Otwock-Świerk, Poland, Patent description, 152 261,  
Published. 05/31/1991

5.10. Shortening footnotes:

* + 1. when abbreviating footnotes, the Polish or Latin notation should be used consistently in the entire theses: tamże – ibidem; tenże – idem; dz. cyt. – op. cit.
    2. A full bibliographic description is given only the first time round. For each subsequent reference to the same work, it is sufficient to enter only the title. If the title is long, ellipsis with a comma is used.

Examples:

A. Artaud, Teatr i jego sobowtór…, s. 79.

Note: If we refer to only one position of a given author in a given thesis, the abbreviation "dz. cyt." (or its Latin equivalent - "op. cit.") may be used instead of the title.

Artaud, A., op. cit., s. 79.

* + 1. when referring to the same item several times in a row, we use the formula tenże / taż "(or Latin equivalents - idem / eadem or id./ead.).
    2. when referring several times in a row to the positions of one author, we use the formula: tenże/taż” (or Latin equivalents idem/eadem or id./ead.).

Examples:

1 E. Polanowski, *Maria Dąbrowska w Russowie i o Russowie*, Kalisz 1976, s. 7.

2 Tenże, *Maria Dąbrowska. W krainie* *dzieciństwa i młodości*, Poznań 1989, s. 10.

3 Tamże, s. 12.

7 E. Polanowski, *Maria Dąbrowska w Russowie…,* s. 10.

10 E. Polanowski, *Maria Dąbrowska. W krainie* *dzieciństwa…*, s. 45.

5. Tables:

* + 1. tables should be designed taking into account the publication format (A4) only in black and white (the use of a colored table background is not recommended). One table pattern should be used consistently in the entire thesis;
    2. the number and title of the table are written above the table, font size smaller by 1 point than the font size in the main text (11 points). After the title of the table, no full stop is entered;
    3. footnotes to the table are placed directly below the table (font size smaller by 3 points than the font size of the source (9 points);
    4. under the table (or under footnotes to the table), the wording "Source: ..." is placed (e.g. "Source: author's own calculations "), font size smaller by 2 points than the font size of the main text  
       (10 points), without a full stop at the end;
    5. the text in the table should be edited in the most concise manner;
    6. the collation of data in the table should be logical and concise;
    7. no other table formatting than grid is used. All grid lines are to be of equal thickness. Special formatting of text in the head or side of the table is allowed, consistently in the entire thesis. Table frames should fall within the outline of the text; if it is necessary to draw up a smaller table, it should be centered on the text;
    8. it is recommended to center the numerical data in relation to the item with the largest number of digits. Data justification by units is required
    9. Numbers with more than four digits should be grouped by three. Four-digit numbers should be grouped if there are more numbers in the columns of numbers than four digits.10. No empty headings are left in the table.
    10. no empty boxes are left in the table. The following characters apply:
  + pause (–) – the phenomenon does not occur;
  + zero (0) – the phenomenon exists, however, in quantities smaller than the numbers that can be expressed by the digits shown in the table;
  + full stop (.) – lack of information or lack of reliable information;
  + x character – it is impossible or pointless to fill the column due to the table layout;
  + ‘- "including" – means that you do not give all the components of the sum.

6. Graphs:

* + 1. graphs should be designed taking into account the format (e.g. A4);
    2. the number and title of the graph is written above the graph, font size smaller by 1 point than the font size of the main text (11 points);
    3. under the graph, the wording "Source: ..." (e.g. "Source: author's own calculations") is entered, the font size smaller by 2 points than the font size of the main text, without a full stop at the end (10 points);
    4. it is recommended to draw graphs using Microsoft Office software (Excel, Microsoft Graph);
    5. graphs made with other software and pasted as figures must meet the following criteria:
  + the minimum figure resolution is 1200 dpi;
  + the size of the figure must be adjusted to the format of the publication;
  + the and descriptions placed on the graph must be entered with the appropriate typeface and size (depending on the publication, e.g. in the publication where the main text is Times New Roman, 11 points - descriptions on the graph should be Times New Roman 9 points);
    1. in black and white publications, color and three-dimensional graphs that will be illegible should not be designed; one-dimensional black and white graphs are recommended (patterns);
    2. the field borders of the graph and the borders of the graph key are not used;
    3. no background other than white is used;
    4. the title of the graph and the entry ‘Source:...’ is not repeated in the area where a graph is drawn.

8. Formulas:

* + 1. The authors should prepare formulas with particular care. It is the authors (and scientific editors) of texts on mathematics, physics, chemistry etc. that are responsible for the technical preparation of materials provided to the publisher;
    2. Mathematical formulas should be prepared in the Word equation editor. The format of the future publication should be taken into account. All elements of the formula must be properly scaled depending on the font size in the main text (for example: with a font size of 11 points, the default size "normal" is reduced from 12 points to 11 points, the default size of "subscript/superscript" - from 7 points to 6 points etc.);
    3. Formulas created in other applications should be scaled as recommended in point 2 and provided in the form of a graphic file (tif, bmp, jpg), with 1200 dpi minimum resolution;

9. Figures:

1. The number and title of the figure are written below it, 1 font size smaller than the font size of the main text. It is recommended to give a source (e.g. own photography, bibliographic description of the book from which the figure was scanned, website address).  
   Figures that perform information functions should have a caption. Captions should be concise and uniform throughout the publication. Captions begin with a capital letter, and there is no full stop at the end (unless it is an abbreviation). Captions can be one-size, consisting of a main part. For figures consisting of the main part and detailed explanations of parts of figures, e.g. technical drawings, the main part of the description should be followed by a key in a smaller font. Each part of the key should be separated by a semicolon.

Example:  
Fig.1. Laboratory of wireless networks  
S - server; K - computer; R – robot

1. Figures should be selected taking into account the type of publication (black and white or color).
2. The minimum image resolution is 1200 dpi.
3. the size of the figure/photo must be adapted to the format of the publication. Where there are different types of illustrations in a chapter, each type should have its own numbering, e.g.: Fig. 1 ...; Fig. 2 ...; Photo. 1 ...; Photo. 2 ...

**10.** **The creation of flow charts (COMPUTER SCIENCE)**

In Bachelor of Engineering theses related to software development, it is necessary to use flow charts. A flow chart is a graphical representation of a procedure or program created for illustrative purposes or as a representation of an algorithm written in a programming language.  
Fragments of the program code should be distinguished with the appropriate font (sans-serif). The code of the whole program should be in an attachment or in electronic form on a CD