

# **Rules and guidelines for writing diploma theses at the Faculty of Agriculture and Economics of the University of Agriculture in Krakow**

## **1. Overview**

### **Copyright**

A student writing a diploma thesis (bachelor's/engineer's/master's) should review the provisions of the "Act on Copyright and Related Rights" and observe them throughout the thesis editing process. When using excerpts from other authors' work, the student must cite the sources of the quoted passages in their thesis and – if necessary – obtain written consent of the copyright owner.

### **Notifying the subject**

Subjects of theses are proposed to students during first seminar sessions, and then transferred by diploma-awarding departments to the Dean by the following dates:

- for students of first- and second-cycle studies in Agriculture and Environmental Protection: by March 31,
- for students of first-cycle studies in Management and Economics and for students of second-cycle studies in Management: by October 31. The subjects are verified by the Teaching Committee (Program Councils of fields of study) and are immediately presented to the Faculty Council for approval. Deviations from the approved subject may be allowed if the Dean consents.

At all cycles, the thesis subject should correspond to the topics included in the field of study. A bachelor's/engineer's thesis may take the form of a project, an expert opinion, a monitoring report or an overview study. A master's thesis is an original creative work explaining phenomena or relationships. The thesis title should cover the research aspect, and also indicate the research object/area.

### **Reviews**

The author submits the thesis to their supervisor, who has the right to return the thesis for corrections if it has not been written according to the applicable rules. The thesis supervisor proposes up to two candidates for reviewers from among:

- independent employees, if the supervisor holds a doctor's degree; – independent employees or doctors, if the supervisor is an independent employee (not applicable to bachelor's and engineer's theses).

The Dean commissions the review to university teachers from outside the supervisor's unit. Theses are qualified for defending after a positive review, which should be delivered to the Dean's Office no later than one week before the defence.

### **Corrections**

The author should make author's corrections following the reviewer's comments within the time limit agreed with the Dean's Office.

## **2. Guidelines for authors General thesis structure**

Bachelor's/engineer's/master's theses should have the following structure:

- a title page containing: faculty name, field of study, author's name and surname, thesis title; unit at which the research was completed, thesis supervisor's name and surname, year, place of completion; the logo of the Faculty of Agriculture and Economics compliant with the attachment may be included;
- acknowledgements or sponsorship information (if applicable);
- table of contents;
- list of abbreviations (if numerous);
- the literature review should present the subject of research and justify undertaking research on a similar subject. The introduction should also contain a briefly formulated purpose of the project (research hypothesis or thesis);
- material and methods – this chapter should describe the material experimented on and concisely but precisely detail the research methods used. If these methods are widely known and applied, it is enough to name them and refer to a literature source;
- results – present own results in the form of tables, graphs or photographs and discuss them;
- discussion – description and discussion of the research problem undertaken, based on the author's research results and literature data (the results and discussion chapters may be combined);
- conclusions – should contain clear and generalized conclusions drawn directly from the research results obtained;
- references – list of cited literature; the number should be limited by citing the most recent and most important publications; books may be included if they significantly supplement the contents;
- if applicable: annexes, subject index and other indexes, e.g., index of Latin or Polish names of plants or animals, index of authors, chemical names, etc.;
- title and abstract in English, no longer than 20 lines. The abstract should clearly describe the purpose of the project, outline the methods used and the results obtained and also assess their significance.

Deviations from the general thesis structure resulting from the specific nature of the field of study are allowed. For example, in bachelor's/engineer's theses, the material and methods, research results and conclusions chapters may be omitted, and a different structure may be proposed. The chapters from "Introduction" to "Conclusions" and any subsections should be numbered. The titles of chapters and subsections of the first and subsequent levels should be numbered with Arabic numerals, using the decimal system (1, 1.1, 1.1.1; 2, 2.1 and so on).

### **Text highlighting**

Text highlighting (underlining, italics, expanded spacing, bold) should be limited to the necessary minimum.

Latin names of plant and animal taxa should be printed in italics.

Chapter titles in bold 14-point font.

## **Units of measurement, abbreviations, footnotes, references**

Units used in diploma theses should comply with the SI international system of units of measurement. Abbreviations of names should follow the rules used in international scientific literature. Place the list of abbreviations, if they are numerous, after the table of contents or the methods. If there are few abbreviations, they may be expanded in the text at the first instance. Avoid numerous and lengthy footnotes. Mark footnotes in the text with Arabic numerals or asterisks in superscript, and print the footnote text at the bottom of the page.

If a reference to a table or an illustration in the text is placed in parentheses, the words table (tab.) and figure (fig.) referring to figures and photos should be abbreviated.

## **References**

The list of references should include only items that are cited in the text of the thesis. Cite literature in the text in the following order: author's name – year of publication, in square brackets, e.g., [Pendias 1999], according to Pendias [1999]; if there are 2 authors: [Stanecki and Brown 1999]; if there are 3 or more authors, use the abbreviation "et al." [Starck et al. 1999]. When mentioning several items in the text in parentheses, these items should be in a chronological order of the year of publication, e.g. [Maćkowiak 2000, Krzywy 2003, Skoczko 2007]. If a quote in quotation marks is included, page numbers must be provided in the reference, e.g. [Skoczko 2007, p. 83].

In the "References" chapter, list the works cited alphabetically according to the authors' surnames. If there are several publications by the same author, order them by the publication date. If there are multiple publications from the same year, order them alphabetically according to the title and add letters to the date (e.g., 2001 a, 2001 b).

For example:

**Borys M.** 2002. An analysis..

**Borys M.** 2006. Metody modernizacji...

**Borys M., Filipowicz P.** 2005 a. Charakterystyka odpadów ..

**Borys M., Filipowicz P.** 2005 b. Ocena stanu technicznego...

**Borys M., Mosiej K.** 2003. Wytyczne wykonywania..

The bibliographic entry of the article should comply with the following order: author, publication year, publication title, journal name; numbers of the volume, issue and the first and last page of the work. The titles of well-known journals should be abbreviated according to the applicable rules, and of less known ones, unabbreviated, with the country of publication. The current list of abbreviations of journal titles is available at the Central Library. When citing books, present the publisher and place of publication after the title; for unpublished works – information on the nature of the paper (e.g., doctor's thesis, expert opinion, study), place of storage, form (e.g., typescript, map).

Examples of a bibliographic entry.

*Books:*

**Rosik-Dulewska Cz.** 2002. Podstawy gospodarowania odpadami. Wyd. Naukowe PWN, Warszawa, pp. 336.

*Collective publications*

Rolnictwo po akcesji. 2005. Ed. W. Pomajdy. ARiMR. Warszawa, pp. 120.

*Articles in a book or a non-periodic publication*

**Brill W.J.** 1985. Wiązanie azotu. [In:] *Biologia plonowania*. Ed. P.S. Carlson. PWRiL, Warszawa, 58-78.

**Fageria N.K.** 1990. Iron requirement of cereals and legumes in solution culture. [In:] *Plant Nutrition-Physiology and Applications*. Ed. M.L. Beusichem. Kluwer Academic Publ., Dordrecht, The Netherlands, 213-217.

**Stańczyk T., Jeznach J.** 2007. Ocena stanu warunków wodnych małych zbiorników na terenie Warszawy. [In:] *Mat. III Konf. Nauk. "Woda-Środowisko-Obszary Wiejskie"*, Falenty 21-22.11.2007, 20.

*Article in a journal:*

**Filipek T., Fidecki M., Harasim P.** 2004. Wpływ osadu ściekowego z mleczarni na plonowanie i niektóre wskaźniki jakości ziarna pszenicy ozimej. *Annales Univer. M. Curie-Skłodowska, Lublin, Polonia, LIX, № 4 Sectio E, 1925-1931.*

**Grzywnowicz I.** 2004. Wpływ stosowania osadów ściekowych w nawożeniu na zmiany zawartości różnych form fosforu w glebie. Part I. Zawartość fosforu dostępnego dla roślin. *Journal of Elementology*, vol. 9 (4), 577-584.

*Unpublished works:*

**Grzelak I.** 1988. Kształtowanie się zbiorowisk roślinności łąkowej pod wpływem nawożenia gnojowicą. Doctor's thesis. AR w Poznaniu, typescript.

**Online sources**

Should contain the full name of the institution whose website is cited, the URL and the revision date, i.e., the date the website was visited, e.g.:

Fundacja Rozwoju Rachunkowości w Polsce, <http://www.frr.pl> (15.02.2003)

**Tables**

Limit tables to one A4 page in size. Provide the table number (in Arabic numerals) and title above the table. Mark items requiring clarification in the table text with the sequential lowercase letter or an asterisk in the superscript. Footnotes to and clarifications of tables should be printed directly below the tables. If the table contains data from a third person's work, present the source under the table. Avoid repeating numerical data already presented in the table in the text, as well as illustrating the same data graphically.

### **Figures (drawings, graphs, photos)**

Graphs and drawings may be computer printouts or be drawn with ink on paper or tracing paper. Figures must be numbered. Graphs should be flat (three-dimensional ones should be limited to the necessary minimum), and the bar fills should clearly contrast. Axis labels in graphs must be of the same size, and any writing must be proportional to the size of the drawing. Limit descriptions to the minimum.

Captions under figures and photographs should be numbered in the order in which they are referred to in the text (e.g., Fig. 1.).

If photos or drawings of other authors are used, the source or the author must be mentioned.

### **Printout**

The typescript should be duplex printed, without cancellations or corrections, in a 12-point font, preferably Times, spaced at 1.5 lines, without hyphenation. Pages should be numbered with numbers in the footer, centred.

Margins: left 3.5 cm, right 1.5 cm, top 2.5 cm, bottom 2.5 cm.

Paragraphs indented with tabs.

Use an extra line break to mark logical text divisions as well as between the text and a mathematical formula, a table or a drawing. The thesis author should print two identical counterparts, one for the supervisor, one for the reviewer and a third, in a soft cover binding, to submit to the dean's office for archiving. Subject to the reviewer's or supervisor's agreement, they may also receive duplex printed versions in soft cover bindings.

### **Electronic version**

An abstract and key words (in Polish and English) should be added to the final thesis version, and the entirety should be saved as a \*.pdf file and uploaded to the Diploma Thesis Archive – *Archiwum prac dyplomowych (APD)*