

Appendix no. 1
to resolution no. 5/2019/20120
of the Didactic Council
of the Faculty of Social Sciences
of 17 October 2019.

**FORMAL REQUIREMENTS FOR
WRITING BA/MA DIPLOMA THESIS
AT THE DEPARTMENT OF SOCIAL
SCIENCES OF THE UNIVERSITY
OF SZCZECIN**

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I. CONSTITUENT COMPONENTS OF THE THESIS

The thesis should include the following components:

1. Title page

The title page of a thesis should be drawn up in accordance with Annex No 1

2. A statement made by the author of the thesis – Annex No 2

3. Supervisor’s opinion on acceptance of diploma thesis and a control report of the authenticity of the thesis - Annexes No 3 and No 4

4. Table of contents

The table of contents should contain information about the components of the thesis and their arrangement on individual pages. The Index should list all chapters and subchapters identified in the work. Pages containing a table of contents shall not be numbered.

An example of a table of contents would be as follows:

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5. Preface

Preface provides an introduction to the issues studied and analysed. It must include:

- a) justification for choosing the subject of the thesis,
- b) definition of the purpose of the work (consistent with its title),
- c) information on the research methods used (appropriate to the field in which the thesis is written),
- d) identification of the nature and type of sources used,
- e) characterisation of the work structure.

Having regard to the specificity of the fields of study offered at the Faculty of Social Sciences, it is possible to modify the structure of the Preface. For example, methodological findings (subject matter, objectives research, problems, methods, techniques, tools, etc.) may be included in a separate chapter of the thesis.

6. Main content of the thesis

The main content of the work is divided into chapters and subchapters. They must form a logically coherent whole.

7. Conclusions

The conclusion should clearly state the extent to which the objectives of the work have been achieved, a reference to the research hypotheses verified and the conclusions of the research (if any). It should refer to the entire content of the work, both in its theoretical and research areas.

8. Bibliography

Bibliography is a list of all sources used in the thesis. Taking into account the specificity of the fields of study offered at the faculty of social sciences, it is permissible to apply the bibliographical rules specific to the scientific discipline.

9. List of tables/drawings/charts (if any)

List of tables/drawings/charts should be prepared separately for each of the following forms of data presentation. Their text should include the title of the form and the page number on which it appears; the text must be justified.

10. Annexes (if any in a thesis)

Annexes to a thesis may include: diagrams, procedures, internal documents of organisational units, excerpts from legal acts, etc. Annexes are numbered.

II. EDITORIAL REQUIREMENTS

1. The thesis is written on a single page using Times New Roman or Cambria font in A-4 format.

1. For the main text font size of 12 points is used, line spacing 1.5, margins 2.5 cm each, only left margin 3.5 cm, double-sided justification,
2. Footnotes shall be in 10 – point font size. Line spacing of 1. Margins of 2.5 cm, only left margin 3.5 cm, double-sided justification.

2. Underlining and s p l i t i n g of text is not allowed in the thesis. However, the following are permissible in *italics* or **bold**.

3. The round brackets (...) should not be replaced by simple slashes /.../.

4. Parentheses, as well as punctuation marks, should be written without spaces, e.g. (as an example), not (as an example).

5. When introducing an abbreviation, the full name is given first, and only in brackets in combination with the phrase - "hereinafter as" the abbreviation.

E.g. European Union (EU)

6. The diploma paper has to be numbered (the page number is not given on the title page and statement). The first numbered page is the table of contents of the thesis. The page number should be given in the middle of each page (font 12).

7. It is important to maintain the volume proportions of the chapters, which must not be less than three.

8. The thesis text must be consistent in terms of content. The successive issues or strands described should clearly relate to each other. There must be a substantive connection between them.

9. Subsequent issues, examples, etc. described in the work (chapters, subchapters) should be separated from each other. A new thread should start with a new paragraph. The paragraph should begin within an indentation that is uniform throughout the paper (1.5 cm is recommended).

10. Chapter titles should be written in capital letters, using centring, capitals, bold and font size 16.

Example:

CHAPTER II

TITLE OF CHAPTER

11. Titles of subsections shall be written in capital letters, using left alignment, capitals, bold and font size 14.

Example:

2.1. TITLE OF SUBSECTION

12. In lower-tier subclauses (if any), titles shall be written using left alignment, bold and font size 12.

Example:

2.1.1. Lower-tier title

13. All titles (of any degree) are written without a full stop at the end.

14. All the main elements of the structure of the thesis, i.e. the preface subsequent chapters (does not apply to subchapters), conclusion, bibliography, list of legal acts, tables, annexes, if any, should start on a new page.

15. Figures and tables should be justified. They should be numbered consecutively (throughout the paper) using Arabic numerals (Fig. 1, Table 1, etc.). The text must contain cross-references to the relevant table or figure by using their number.

16. Graphical elements (e.g. figures and tables) in the thesis must be preceded by an adequate introduction (each figure and table must be properly interpreted). Their titles shall be in 10 pt. font (alternatively 12 pt.). They shall be aligned to the left side. Figures and tables should be followed by the source (font 10 pt. left) and should retain the footnote arrangements (unless the figure or table is own research). The table is titled above, while the figure and photograph are titled below. It is important to always remember to adhere consistently to the accepted editorial principles throughout the whole work.

III. RULES ON FOOTNOTE CONSTRUCTION

1. The quoted text should be distinguished in the text with inverted commas, or it should start with the words “as noted by M. Nowak”, “M. Nowak is proven right”, “following M. Nowak should be stated”, “M. Nowak rightly observes”, etc.

2. Each quotation shall have a suitable footnote.

3. Footnotes may be referential, supplementary, cross-referential, explanatory or polemical.

4. Each literature reference used in the footnotes must appear in the bibliography.

5. Footnotes should be placed at the bottom of the page to which they refer. Footnote numbering continues from the first to the last footnote in the entire thesis. Considering the specific character of the fields of study offered at the Faculty of Social Sciences it is allowed to use other rules of footnote construction appropriate for a given scientific discipline.

6. A footnote (font 10) shall begin with the initial of the first and last name(s) of the author. Then, after a comma, the title of the work (book, article) shall be given in italics. Sequentially the place and year of publication, page number (or page numbers) used by the author of the thesis. Footnotes should end with a full stop.

When quoting a specific passage from a work (when referring to the author's thoughts contained in the entire item or in a group of works, the abbreviations "Cf.", "See" are used at the beginning of the footnote, or an introduction such as: "For more on this topic see the following works:")

7. Examples of footnotes:

7.1 Suitable for courses offered by the Institute of Political Science and Security Studies (political science, internal security, national security, management of public institutions and Public Relations); at the Institute of Pedagogy (cultural animation, pedagogy - general academic profile, pedagogy - practical profile, pre-school and early school pedagogy with extended artistic education, pre-school and early childhood pedagogy, special pedagogy, social work)

a) monographic publications:

- A. Nowak, *Thesis*, Warsaw 2017, p. 33.

b) collective work:

- *Thesis*, redacted by A. Nowak, Warsaw 2017, p. 23.

c) article in a collective work:

- B. Unknown, *Research queries*, [in:] *Thesis*, red. by A. Nowak, Warsaw 2017, s. 23.

d) journal article:

- B. Unknown *How to write footnotes*, "Nauka Polska" 2017, no. 22, p. 33.

e) normative acts:

- Act of 27 June 1997 on political parties (Journal of Laws, 1997, No. 98, item 604).

If the title and date of a legal act are given in the main text, the publication (e.g. Official Journal of the European Union) is given in a footnote.

Where the same source is repeated in footnotes we use abbreviated notation.

Abbreviations may look as follows:

- when quoting the same work several times in immediate succession we use *Ibidem*, p. 65.

- when quoting the same source mentioned several footnotes earlier we use the abbreviation *op. cit.* e.g: A. Nowak, *op. cit.*, p. 54.

- when quoting several items by the same author, the next time the author is quoted, it is possible to shorten the title to one or two words, without having to repeat the place and year of publication, e.g: A. Nowak, *Safety...*, p. 54-56.

7.2 Suitable for the majors pursued at the Institute of Sociology (Sociology)

Monography:

a) Single author

First name initial. Surname, Title in italics, City of publishing: Publishing name, year of publication, page.

For example: A. Dzieńdziura, *Social relations in the housing estate area*, Krakow: Publishing House on the Vistula River 2010, p. 63.

b) Work of two or more authors:

Initial of first author's first name. Surname of first author, initial of first name of second author surname of the second author, etc. Title in italics, City of publication: Name of publisher year of publication, page. *Order of authors in the footnote according to the order of authors on the title page of the publication*.

E.g.: A. Bandura, J. Perlikowska-Herlikowska, *Fields of network structures*, Warsaw: Publishing House of Science MRG 2003, p. 131.

Article in a collective work edited by. Caution: Do not quote collective works without indicating the author of the quoted fragment a bibliographic reference to an edited work makes sense when referring to the author of a specific chapter.

Name initial. Surname, Title of an article in italics, in: Title of collection work in italics, Initial of name of collection author. Surname of the author of the collection (ed.), City of publishing: Name of publisher, year of publication, page.

For example: A. Ulczyńska, *Polish society in process of change*, in: *Visions of Change*, N. Nataniusz, E. Zieliński (red.), Warszawa: National College 2000, s. 36

Journal article:

Name initial. Surname, Title of an article, "Title of journal" year of publication, number (and other number designations), page.

E.g.: M. Zielichowska, *Dimensions of social life*, "Social Review" 1995, no. 1(28), p. 115.

Web source:

Author - if any, Title in italics, link (full address from browser address window), access date.

E.g.: *CIA World Factbook 2007*, <https://www.cia.gov/library/publications/the-world-factbook/geos/us.html#People>, access date: 20.05.2007.

Encyclopaedia entry:

(Author of entry - if indicated), Headword, in: Name of encyclopaedia, editor, year of publication, page.

E.g.: Cz. Bortkowski, *Structuralism*, in *Encyclopedia of Structures*, J. Kowalski et al. (ed.), Szczecin: Polskie Wydawnictwo Socjologiczne 2006, p. 8-9.

Normative acts:

- Act of 27 June 1997 on political parties (Journal of Laws, 1997, No. 98, item 604). If the title and date of a legal act are given in the main text, the publication (e.g. Official Journal of the European Union) is given in a footnote.

7.3 Appropriate for the Institute of Psychology

The Institute of Psychology uses the editorial standards in footnotes and bibliography used by APA (codified by the American Psychological Association).

Footnotes referring to publications are always used in the text, not as footnotes or at the end of the work.

Endnotes shall only be used for footnotes supplementing basic information contained in the main text. The use of supplementary footnotes should be kept to a strict minimum.

Examples of footnote writing:

As Kowalski (2001) states ... Research indicates that ... (Kowalski, 2001).

As Kowalski and Nowak (1999) suggest ... Research suggests that ... (Kowalski and Nowak, 1999).

Recalling for the first time: as suggested by Nowak, Kowalski and Jankiewicz (2003) ... Research (Nowak, Kowalski and Jankiewicz, 2003) indicate that ... Further quotations: Research by Nowak and colleagues (2003) indicate that ... These studies (Nowak et al., 2003) ...

With 6 and more authors: only the name of the first author should be mentioned: Nowakowski and colleagues claim that ... (1997). The first study on the subject (Nowakowski et al, 1997) suggest

When referring to more publications: (Kowalski, 2001; Nowak and Kowalski, 1999) (Kowalski, 1997, 1999, 2004a, 2004b; Nowak and Kowalski, 1999)

When quoting in a thesis after another author: As Nowakowski (1990; after: Zieniecka, 2007) Research suggests that ... (Nowakowski, 1990; after Zieniecka, 2007)....

When quoting from a work (citation): always state the author(s), the year of publication and page number (e.g., Kowalski, 1992, p. 224).

IV. RULES CONCERNING THE CONSTRUCTION OF BIBLIOGRAPHIES

1. Suitable for courses offered by the Institute of Political Science and Security Studies (political science, internal security, national security, management of public institutions and Public Relations); at the Institute of Pedagogy (cultural animation, pedagogy - general academic profile, pedagogy - practical profile, pre-school and early school pedagogy with extended artistic education, pre-school and early childhood pedagogy, special pedagogy, social work)

a) At the end of the paper (after the main text and the conclusion), the literature should be listed according to alphabetic order.

b) The first letter of the author's surname determines its place in the bibliography used in the paper (pages are not mentioned).

Example of entry in bibliography:

Antczak A., *Europe - A Safe Continent? Potential Sources of Threats to European Security*, Warsaw 201.

Konarzewska A., *Membership in the European Union - benefits for Poland*, "National Security 2008, no. 7-8.

Zięba R., *Determinants of state foreign policy*, [in:] *Theory of State Foreign Policy: An Introduction*, ed. by R. Zięba, Toruń 2004.

Zięba R., *Determinants of Poland's foreign policy at the beginning of the second decade of the 21st century*, "International Relations" 2011, no. 1-2.

c) In a bibliography (with a large number of items) legal acts, documents, academic papers, articles, and internet sources can be separated (in case of articles from websites, mention the name and initial of the author, the title of the article, the path to the article, and the date on which the article (study, information) was available).

E.g.

I. Legal acts, documents

(e.g. laws, resolutions, election leaflets, election programmes)

II. Studies

(e.g. monographs, works of non-separate authorship, collective works)

III. Articles

(e.g. articles published in press, journals, collective works)

IV. Internet

(websites)

2. Suitable for the courses offered at the Institute of Sociology

a) At the end of the paper (after the main text and the conclusion), the literature should be listed according to alphabetic order.

b) The first letter of the author's surname determines its place in the bibliography used in the paper (pages are not mentioned). There is no need to distinguish between different forms and categories of sources. A single list of items quoted applies.

Format for compiling bibliographies:

A. Dzieńdziura, *Social relations in the housing estate space*, Krakow: Vistula River Publishing House 2010

A. Bandura, J. Perlikowska-Herlikowska, *Fields of network structures*, Warsaw: Publishing House of Science MRG 2003.

A. Ulczyńska, *Polish society in the process of change*, in: *Visions of Change*, N. Nataniusz, E. Zieliński (ed.), Warsaw: National College 2000, p. 36-54 [complete range of pages of the item shall be provided]

M. Zielichowska, *Dimensions of social life*, "Social Review" 1995, no. 1(28), p. 111 – 140 [complete range of pages of the item shall be provided]

CIA World Factbook 2007, <https://www.cia.gov/library/publications/the-world-factbook/geos/us.html#People>, access date: 20.05.2007.

Cz. Bortkowski, *Structuralism*, in *Encyclopedia of Structures*, J. Kowalski et al. (ed.), Szczecin: Polskie Wydawnictwo Socjologiczne 2006, p. 8-9.

Act of 27 June 1997 on political parties (Journal of Laws, 1997, No. 98, item 604).

3. Appropriate for the Institute of Psychology

Bibliography shall be arranged only in alphabetical order of the authors' surnames.

Examples of bibliographic entries:

Bobowski, K., Kowalski, P and Nowak, A. (2001). *Common theories about emotions*. Warsaw: Published by XYZ.

Jankiewicz, A. (1990). About emotions in a different way. In: P. Kowalski (ed.), *Emotions and motivations* (vol. 3, s. 235 - 302). Warsaw: Published by XYZ.

Nowak, K. (1998). Jealousy in partner relationships. *Psychological Journal*, 41(2), 143-159.

Ostrowski, E. (2007). *Asymmetry in company relations*. Speech given at the VI Conference Educational Society, Warsaw.

Roszkowska, G. (2004). *Polish adaptation of the ABC test*. Unpublished MA thesis, Faculty of Humanities, University of Szczecin, Szczecin.

Tatkiewicz, R. (in print). *The impact of isolation on self-esteem*. *Psychological Journal*, 20.

Zieniecka, P. (ed.) (2002). *Psychology of personality*. Kraków: Wydawnictwo XYZ.

In the case of a large number of publications by a given author in the same year, add to the year of publication the letters a, b, c... This applies both to footnotes and bibliography.