**Requirements for diploma theses at the Faculty of Management, Czestochowa University of Technology**

1. The requirements for diploma theses written at the Faculty of Management of Czestochowa University of Technology were prepared taking into account the applicable legislation, including the Study Regulations of Czestochowa University of Technology, as well as traditions and good habits adopted at universities.
2. A student writes a diploma thesis under the supervision of a supervisor. The diploma thesis supervisor may be an academic teacher with at least a doctoral degree.
3. The standard volume of a bachelor's or engineering diploma thesis in English is 40-60 pages, and the master's thesis is 60-80 pages.
4. The topics of diploma theses must be approved by the Program Board. The student has the right to propose his or her own diploma thesis topic taking into account their scientific and professional interests.
5. The diploma thesis can be prepared in a foreign language, with the consent of the supervisor and the Deputy Dean for Studies.
6. The diploma thesis should consist of two main parts: theoretical and practical. The theoretical part presents the state of knowledge and normative solutions related to the research topic. The practical part contains the plan of the research, description of the research process, presentation of the results as well as conclusions formulated on their basis. The practical part can be also a project. In bachelor's and engineering theses, the practical part should constitute about 2/3 of the whole thesis. In a master's thesis, the practical part should be about 1/2 of the total volume of the thesis.
7. The diploma thesis should contain the following elements: title page (see the attached template in Appendix 1), table of contents, introduction, theoretical part, practical part, conclusions, bibliography, list of tables, list of figures, list of appendices, appendices, summary in Polish and in English, keywords in Polish and in English.
8. It is recommended that the main part of the diploma thesis include 3 chapters for bachelor’s and engineering theses and 4 chapters in master's theses. In the bachelor's and engineering theses, the first chapter is the theoretical part, and the next two are the practical part. In the master's thesis, the first two chapters constitute the theoretical part, and the next two chapters are its practical part. In bachelor's and engineering theses, each chapter should contain three subsections. In the master's thesis, each chapter should contain 3 to 4 subsections. An engineering diploma thesis can be a project (without a theoretical part).

The titles of chapters and sub-chapters should be closely related to the topic of the thesis, logically planned and structured and in appropriate proportions.

1. It is recommended that the introduction to the diploma thesis contain explanations concerning, among others, the goal and scope of the thesis, reasons for choosing the research problem, a brief chapter-by-chapter outline, specification of the cognitive and practical aspects of the work. If the supervisor requires the student to formulate a research hypothesis, it should be presented in the introduction. The standard introduction is a minimum of 2 pages.
2. The conclusion of the diploma thesis should refer to the analysis presented in the practical part. It should be supported with conclusions based on the results of successive research problems presented in the practical part. For this purpose, using basic methods from the field of statistics and econometrics is recommended, if the specificity of the thesis allows for it. The standard conclusion is a minimum of 2 pages.
3. Footnotes are any explanatory notes and comments outside the main text of the thesis, concerning its individual fragments or source literature.

The thesis should be written on the basis of subject literature, including foreign sources. The bibliography in a bachelor’s thesis should contain at least 30 items, and in a master’s thesis at least 60 items. It is necessary to indicate the source of any content (quotations, statements, words, ideas, facts or information) derived from literature. Materials that are secondary sources of information used by the student (books, magazines, newsletters, Internet sources, etc.) must be indicated in the form of footnotes (references), and then in the final collective list of bibliographical positions.

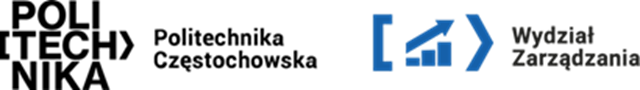
References to cited publications should be made in accordance with the instructions for making references and indicating the most important types of literature sources set out in Appendix 2 or, if accepted by the supervisor, using the Microsoft Word built-in citation system and the APA scheme defined in this program (the method is decided by the supervisor).

1. It is unacceptable to include plagiarism in the thesis (violation of copyright by appropriating the creative ideas of others). Plagiarism is subject to legal punishment. A master's thesis and bachelor’s thesis by the same student must differ in their subject matter and content. It is unacceptable to autoplagiarise.
2. In the study plan for a diploma thesis based on personal interviews or surveys, the student presents the findings regarding at least the following issues: the research problem and objectives, sources of data, research methods and tools used, place and date of conducting the survey, respondents (number and type), and the method of communication with the respondents. In the case of another type of research (e.g. analysis of secondary sources, using specialized equipment), the structure of the plan may change.
3. Students should have at their disposal materials proving that they conducted the research presented in the diploma thesis (certificates from companies, recordings of the conducted interviews, surveys completed by the respondents, photos taken by in the examined organizations) and present them at the request of the supervisor.
4. The text of the thesis should be written on both sides on A4 size white paper (210x297 mm) in 12-point black font (Times New Roman) with a line spacing of 1.5. It is essential to align the text to the left and right margins.
5. The following margins are recommended: left margin - 25 mm, right margin - 25 mm, top margin - 25 mm, bottom margin - 25 mm.
6. Use Arabic numbers for numbering pages. The page number is placed at the bottom of the page (footer), centred. The following are not numbered (but included in the order): title page, page with a caption, table of contents, pages with chapter titles and pages containing the captions, conclusion, bibliography, list of tables, list of figures, list of appendices, appendices.
7. Each chapter starts on a new page. In the case of sub-chapters, they should successively follow one another (when one subchapter ends, the next subchapter should begin on the same page).
8. Each chapter/subchapter of the thesis should begin and end with a text, not, for example with lists, photographs, tables, graphs or figures.
9. Use a new paragraph for each new thought or idea. A paragraph should contain not one but at least several sentences. When moving to the next paragraph (starting a new thought), you move the first line of the paragraph to the right by 3 or 5 characters (indented), and no additional line spacing is used. Do not start a paragraph with a space - indentation is achieved by using the 'Basic text with indentation' style.
10. Use styles for all text formatting. This preserves the uniform formatting of similar document structures and makes it easier to make changes in the future.
11. The text of the diploma thesis cannot contain spelling, typographic, lexical, syntactic, stylistic or factual errors.
12. All symbols used should be explained in the text or in the captions for figures.
13. Tables, figures and charts should be annotated in the diploma thesis in the way presented in Appendix 3. Photographs should be described in the same way as tables and figures. Their sources also need to be indicated.
14. Tables, figures, charts in the diploma thesis are numbered in a continuous manner (but the numbering is separate for tables, figures and charts). If the thesis contains at least several tables, figures, photographs or appendices, it is advisable to draw up on separate pages lists of such items and to include them at the end of the work after the bibliography.
15. It is unacceptable to leave empty spaces in the text of the thesis, e.g. at the bottom of pages (except for pages on which an entire chapter ends).
16. In a thesis written in Polish, foreign-language terms should not be overused. Before using a foreign language name in the text, check whether it has been polonised. Only if there is no correct Polish equivalent should it be included in the text in its original form. Foreign language terms may also be placed in brackets next to Polish terms.
17. Do not use multiple spaces or multiple new paragraph marks in your work. Punctuation marks such as comma (,), full stop (.), colon (:), semicolon (;), question mark (?), exclamation mark (!), closing any parenthesis (]})>), closing inverted commas (" or ') must never be preceded by a space. Only a space, new paragraph mark or other punctuation mark may occur immediately after the characters listed. The opening characters of any parenthesis ([{(<) or opening inverted commas (" or ') should never be followed by a space. A space is used before these characters. Chapter and subchapter titles are left without a full stop at the end.
18. After the thesis supervisor approves the thesis in the APD (thesis archive) system, the student is obliged to submit 1 copy of the printed thesis to the Dean's Office. The text of the diploma thesis, in the version approved by the thesis supervisor and intended for defence, must be submitted in the form of a computer printout and one electronic file containing the full text of the thesis in pdf format (generated in such a way that it is possible to copy and paste the contained text). The printed thesis from the APD system should include a control number on every page except the first one in the bottom left-hand corner. The thesis should be accompanied by an electronic version (the most recently downloaded file from the APD database with control numbers) - in a paper envelope (without the so-called "windows") attached to the inside, back cover - signed with your name and the title of the thesis on the disc/media itself.
19. The maximum size of the thesis file should not exceed 10 MB. The file name should be in accordance with the template **nr\_indeksu.pdf** (*nr indeksu* = student’s credit book number). Additional attachments should have the extension PDF, ZIP or TGZ and the size should not exceed 10 MB. A student's failure to meet the above requirements may result in the thesis not being accepted by the thesis supervisor, reviewer or dean's office.
20. No statements/declarations should be included in the body of the work, as this may affect the results of the examination report from the Uniform Anti-Plagiarism System (JSA).
21. The thesis should be carefully bound – papers containing irregularities arising in this phase, e.g. incorrect page order, missing pages, pages upside-down will not be accepted. It is recommended to specify on the cover the type of thesis (master's thesis, bachelor's thesis, engineering diploma thesis).
22. The deadline for submitting the thesis is specified the Study Regulations of Czestochowa University of Technology. The student is required to submit a diploma thesis:

* until the end of April in the case of studies ending in the winter semester,
* until the end of September in the case of studies ending in the summer semester,

1. The supervisor and reviewer are responsible for the quality of the thesis and its compliance with the field of studies and scope within which it is carried out.
2. Other arrangements regarding the preparation of diploma theses and conducting the diploma exam are included in the Study Regulations of Czestochowa University of Technology.

**Appendix 1 Title page template**

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**Politechnika Częstochowska**

**Wydział Zarządzania**

Thesis type

(e.g. Praca dyplomowa magisterska)

**Thesis title in Polish**

Thesis title in English

Imię i nazwisko: (author’s name and surname)

Numer albumu: (student’s credit book number)

Promotor: (supervisor’s name and surname, scientific degree or/and title)

Kierunek: (field of study)

Zakres (specjalność): (specialisation)

Częstochowa (year)

**Appendix 2**

**Preparation of footnotes and making bibliographical references**

Specific rules apply for making bibliographical references to identify cited publications. Pay attention to the order of descriptive elements (order, type and place for punctuation symbols). All successive elements of a bibliographical reference, i.e. the initial of the first name, surname, name of the publishing house, place and year of publication, page number should be typed in normal typeface (non-italics), while the title of the work, placed after the surname, should be typed in *italics*. An exception is a title of a journal that should be in quotation marks, not italicized.

In the case of an article in a monograph, the order of elements is as follows: the author's name, surname, publication's title, [In], name of the editor, title of the publication, publishing house, place and date of publication, page number. However, if we refer to an article in a serial publication, e.g. a journal, we do not use “[In]”, and we do not provide the editor's name. The name of a serial publication should be in quotation marks and in non-italics. **In the footnote after the initial of the first name, type the author’s surname, and at its end the page number which the quote comes from. In the final bibliography which should be prepared in alphabetical order, the author's surname comes first, next is the initial of the author’s first name, page numbers are not provided.**

The examples below demonstrate different types of bibliographical references. Pay attention to the order of particular elements and the placing of punctuation marks.

1. **Monograph – one author**

H. Simon, *Price management*, PWN. Warszawa 1996.

1. **Monograph – two and more authors**

I. Otola, M. Grabowska, *Business Models. Innovation, Digital Transformation, and Analytics,* Taylor and Francis Group, Boca Raton 2020.

1. **A chapter in a multi-author publication**

K. Klaudy, *Explicitation*, [In:] M. Baker (ed.) *Routledge Encyclopedia of Translation Studies*, Routledge: London and New York 2001.

1. **An article in a serial publication**

P. Newmark, Non-literary in the Light of Literary Translation, “JoSTrans”, 2004, Issue 1.

**More important abbreviations which should be used in footnotes:**

a) ibidem or ibid – used when another reference is made to a work quoted above. The reference and the publication referred to cannot be separated by another bibliographical item.

**Example:**

1. F. Pöchhacker: *Introducing Interpreting Studies,* London, New York: Routledge 2004, p.13.
2. Ibid., p. 14.

b) Idem, idea (the same) – used when more than one publication of the same author is indicated in the same footnote, in the case of a man – idem, in the case of a woman – idea.

Example:

1. F. Pöchhacker, *Introducing Interpreting Studies*, London, New York: Routledge 2016, p.14; idem: *The interpreting studies reader*, London, New York: Routledge 2002, p. 4.

c) op. cit. (in the work cited) – used in the case of another reference to the previously cited work, provided that it is the only work of the given author used in the thesis, and the reference and the publication (already quoted earlier) were separated by one or more references to other authors.

**Example:**

F. Pöchhacker, *Introducing Interpreting Studies*, London, New York: Routledge 2004, p. 187.

B. Sawyer: *The Integration of Curriculum and Assessment in Interpreter Education: A Case Study,* Amsterdam and Philadelphia: John Benjamins 2004.

F. Pöchhacker, op. cit., p. 188.

In a thesis, there is often a need to refer to more publications by the same author. In this case, it is not enough to include the abbreviation after the initial: op. cit., because it will not be clear which of the previously mentioned publications of a given author is referred to. In such a case, a fragment of a title should be used.

**Example:**

J. House, *Translation quality assessment. Past and present*. London, New York: Routledge 2015.

M. Baker, K. Malmkjær (eds.), *Routledge Encyclopaedia of Translation Studies*, London, New York: Routledge 2005, p. 197.

J. House, *Translation: the Basics*, London, New York: Routledge 2019.

E. Nida, Ch. R. Taber, *The theory and practice of translation,* Leiden: E. J. Brill. (1982):

J. House, *Translation quality assessment...*op. cit. p. 68.

When using the Internet, pay attention not only to the availability and functionality of the obtained data, but above all to their value and reliability. In the footnote include the website address, with its update date and if it is missing, the date of access.

*Example:*

1. www.convention.wroclaw.pl (accessed on 05.11.2008)
2. *Multidimensional Quality Metrics (MQM). A New Framework for Translation Quality Assessment*. <https://mte2014.github.io/Talks/Session1/03_2014-04-23-JIAMCATT-lommel.pdf>, date of publication 18.07.2019.
3. I. Robert, *Translation Revision Procedures: An Explorative Study.* [In:] P. Boulogne (ed.). *Translation and Its Others. Selected Papers of the CETRA Research Seminar in Translation Studies 2007*; <http://www.kuleuven.be/cetra/papers/papers.html>, (accessed on 05.11.2008)

Including the title of the main website, next to the access path is also recommended.

It is also important to adopt a universally accepted, standardized method of making bibliographical references in the diploma thesis, containing obligatory elements, and to use it consistently in the entire work. In case of any doubts related to the preparation of bibliographic entries, consult the ISO 690:2012 standard Style guide. It specifies the obligatory order of elements in bibliographic references and sets out rules for taking and presenting information from source publications, which is illustrated with specific examples in accordance with the provisions of the standard.

**References to legal acts –** when referring to legal acts, it is necessary to provide **current and complete sources** from the Journal of Laws (Dziennik Ustaw), from which a given regulation was taken. It is recommended to use the following website: **isap.sejm.gov.pl, or gofin.pl.** Refer to the Journal of Laws containing a uniform text, e.g. Ustawa z dnia 27 sierpnia 2009 r. o finansach publicznych Dz. U. z 2019 r. poz. 869 (tekst jednolity) z późn. zmianami

Ustawa o rachunkowości z 21 września 1994 r. Dz. U. z 2019 r. poz. 351 (t.j.) *– this act was not amended so there is no need to add anything*

**Appendix 3**

**Contents page, tables and captions template**

**TABLE OF CONTENTS**

**Introduction 1**

1. **Chapter 1 title 2**
   1. Subchapter title 5
   2. Subchapter title 6

1.2.1

1. **Chapter 2 title** 
   1. Subchapter title…
   2. Subchapter title .

2.2.

**Conclusion**

**Bibliography**

**List of figures…**

**List of tables**

**Appendices…**

**Summary and keywords ………………………………………………………………………**

Tables must fit in the field between margins

Samples of table captions:

**Table 1. Table title (Times, 12, bold type font)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Times 10 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Source: author’s own elaboration (Times New Roman (TNR) 10, normal type font, single line spacing).

**Figure 1. Figure title (TNR, 12, bold type font)**

Source: author’s own elaboration based on (TNR 10, normal type font, single line spacing).