

Bachelor's and master's thesis: formal guidelines

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1 Language style of the thesis

The thesis should be well-written with a good style, adhering to grammatical rules and proper punctuation. The text should be clear and communicative; sentences should be comprehensive and rather short, containing only one thought. Flowery language should be avoided. A thesis should be precise and avoid unnecessary words or descriptions. Grammatical and spelling doubts can be solved using dictionaries.

Although it is impossible to extensively present rules of English style, here are some issues that are often problematic, especially for Polish natives:

1. In English, inverted commas ALWAYS go at the top. "Like this" not „like this”.
2. When quoting within a quote, if using double inverted commas generally, then use single inverted commas for the other quote, e.g. "Many workers shouted ‘Boo’ when the Prime Minister visited the factory," the manager said.
3. Numbers. English punctuates number differently:
English: 1.5 Polish: 1,5
English: 0.5 Polish: 0,5
English: 1,500 Polish: 1.500
In English, there MUST be a comma separator in large numbers. It is NOT appropriate to have a space:
English: 10,000 Polish: 10 000
English 1,000,000 Polish: 1 000 000
4. Numbers 1-10 should be written as words. 11+ should be written as numbers

5. If a number is at the beginning of a sentence, it should be written in words, e.g. Five-hundred people attended the rally.

2 Title page

The title page should contain the following information:

- the name of the University and Faculty,
- identification of the type of study (bachelor’s or master’s degree, full-time or extramural studies of the 1st or 2nd degree),
- the name of the field of study,
- the name of the author of the thesis,
- student ID number,
- the title of the thesis,
- the title or degree, the name of the supervisor of the thesis under whose guidance the thesis was written, and the name of his/her department
- the city in which the University is located and the year the thesis was completed (e.g., “Lodz, 2021”)

Figure 1: A template for the title page of a thesis

<p>University of Lodz Faculty of Economics and Sociology Full-time second-cycle studies Field of studies: Finance and banking</p> <p>John Doe Student ID number: 1234567</p> <p>Topic of the thesis</p> <p style="text-align: right;">Master thesis written under the academic supervision of.... Department.....</p> <p style="text-align: center;">Lodz, 2021</p>
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Scientific degrees and titles can be abbreviated. In the case of supervisors with a doctoral degree, the abbreviation PhD should be added after the name and should be separated from it with a comma (e.g. Jan Kowalski, PhD). For supervisors with a post-doctoral degree (Polish dr hab.) and full professors, the abbreviation Prof. (spelled with a dot at the end) should precede the name (e.g. prof. Jan Kowalski).

3 Length of the thesis

The length of the thesis is not regulated. It depends on the topic, and the basic requirement is a comprehensive study of the subject. Depending on the scientific discipline, the thesis may count from a dozen to several dozen pages. The length requirements can be set by the supervisor. The thesis is prepared in the A4 format.

4 Structure of the thesis

The design of the thesis should be simple and transparent. The thesis should be divided into chapters. It is also permissible to use other division units, such as numbered points (headings/sections) – in each case, the decision in this matter is made by the supervisor. Below is a list of items to be included in the thesis. The elements marked with an asterisk are mandatory, while the inclusion of the remaining ones depends on the specifics of the work and should be consulted with the supervisor:

- front page*,
- table of contents*,
- introduction*,
- main text, including chapters divided into subchapters; possibly main points or sections divided into subsections*,
- conclusion (summary)*,
- bibliography (reference list, list of references)*,
- list of tables (if they appear in the text),
- list of drawings (if they appear in the text),
- annexes (if necessary).

The table of contents (TOC) must include all the titles and headings distinguished in the main text. Each TOC element must be tagged with a page. The main text of the work is written in Times New Roman 12-point font. The line spacing should be 1.5 lines. The text should be placed proportionally on the page, maintaining the left and right margins and the appropriate distance from the top and bottom of the page. The left margin is 2-2.5 cm (for the printed version, you can add 1 cm for the binding), the right margin is 2-2.5 cm, and the top and bottom margins are 2.5 cm.

After each punctuation mark, leave a space, but do not put a blank space before the punctuation mark. The opening bracket should be preceded by a space and immediately followed by the text (without any spaces). We do not put a blank space before the closing bracket, but there should be either a space or a punctuation mark after the closing bracket.

Use paragraphs in the text. A paragraph indicates a new thought or a new problem in the text. It divides the text into logically related fragments, making it more readable. Depending on the

needs, to emphasize the meaning of specific terms, the basic text can be bold, underlined, or italicized.

Listings used in the text must comply with the editorial rules, i.e., each item in the list is preceded by a paragraph and may be separated by a comma, semicolon, or period (dot), e.g.:

Active state policy in the labor market performs several main functions:

- a) professional activation of the unemployed,
- b) reducing structural mismatches on the labor market,
- c) increasing the productivity of the workforce,
- d) impact on the size of employment and unemployment,
- e) verification of readiness of the unemployed to work.

To describe or interpret these points more precisely, we can use the word Ad, which never ends with a period, e.g.:

Ad a)	Ad 1)
Ad b)	Ad 2)
Ad c)	Ad 3)
Ad d)	Ad 4)
Ad e)	Ad 5)

Pages should be numbered consecutively with Arabic numerals and the numbering is at the bottom of the page in the right-hand corner.

5 References

References are an important part of a thesis. Whenever we present a theory, view, information, or data in a work that does not come from the author of the work, the origin should be marked with a proper reference, i.e., an indication of the source. We use references to indicate the authorship of a given piece of information and also so that the reader could independently verify the credibility of the information we provide.

For example, if we write that “a dynamic development of electronic banking can be observed” without providing a reference, such a statement is of little value because the reader will not know how such a development is being measured, in what period it took place, or whether the data confirming it are plausible. The addition of a reference indicating the source allows the reader to verify whether such a view is actually justified.

There are many reference systems, and their popularity varies by discipline and even by specific university. The final decision on the system according to which the thesis should be written rests with the supervisor. Below we present the principles of the APA (American Psychological Association) style, version seven.

When quoting, the author’s name is given (without first names or initials) and the year of publication in parentheses. If the reference is not part of the sentence grammatically, write the last name and year in brackets, separated by a comma. Examples:

Smith (2020) points out that...

This became clear in recent years (Kowalski, 2020)

If the work has two authors, we give both names and the year of publication in the same way as for one author:

Smith and Jackson (2020) point out that...

This became clear in recent years (Smith & Jackson, 2020)

If the work has three or more authors, we give only the first one with the abbreviation “et al.” The dot only goes after the “al” – i.e., not “~~et. al.~~” In the text:

Smith et al. (2020) point out that...

This became clear in recent years (Smith et al., 2020)

If the same author or group of authors published more than one work in a given year, we additionally mark subsequent works with lowercase letters of the alphabet and add similar designations in the bibliography:

Smith and Jackson (2020a, 2020b) point out that...

This became clear in recent years (Smith & Jackson, 2020a, 2020b)...

If we cite more than one work by an author or group of authors, we order subsequent works in ascending order by the year of publication:

Smith and Jackson (1998, 1999, 2000) point out that...

If we cite several different works in the same parentheses, we separate them with a semicolon:

This became clear in recent years (Smith, 2015; Jackson, 2016; Jackson et al., 2020).

If it is not necessary to cite verbatim, it is preferable to paraphrase with a summary of the results of the study we cite, e.g.:

Kowalski (2018), analyzing a group of Polish cities, showed that migrations are primarily economic.

However, if it is necessary to quote a specific wording of the text, quotation marks should be used, and the reference should also include the number of the page from which the citation comes:

The study showed that “migrations are primarily economic” (Kowalski, 2018, p. 180).

If the author is not known, we give the title of the work in quotation marks and the year preceded by a comma:

(“Macroeconomics”, 2020).

6 Bibliography

The bibliography is inextricably linked with the references. It is a structured inventory of all printed and electronic sources cited in the work. When creating a bibliography of work, two principles should be followed.

1. The bibliography should not include items to which there is no reference in the text.
2. All items referenced in the text should be included in the bibliography.

According to the APA norm, the bibliography is arranged alphabetically according to the surnames of the first authors of the works. Bibliographic entries are created according to general patterns:

- Book: Last name, initials. (Year). *Title of the book*. Place of publishing: publishing house
- Article: Last name, initials. (Year). Title of the article. *Title of the journal, number of the issue*, page.
- Text from the internet source: Last name, initials. (Year). *Title of the article*. Retrieved Month, Date, Year from URL.

Below are examples of final bibliography entries for different types of publication.

Type	Example
Article by one author	Plehn-Dujowich, J. (2010). A theory of serial entrepreneurship. <i>Small Business Economics</i> , 35(4), 377–398.
Article by multiple authors	Stuetzer, M., Obschonka, M., Davidsson, P., & Schmitt-Rodermund, E. (2013). Where do entrepreneurial skills come from? <i>Applied Economics Letters</i> , 20(12), 1183–1186.
Monograph	Glaser, B. (1992). <i>Basics of Grounded Theory Analysis</i> . Mill Valley, CA: Sociology Press.
Chapter (article) in a group work	Casson, M. C. (1999). Entrepreneurship and the theory of the firm. In: Acs, Z. J., Carlsson, B., & Karlsson, C. (eds.), <i>Entrepreneurship, small and medium-sized enterprises and the macro-economy</i> . Cambridge: Cambridge University Press.
Work without a specific author	<i>The universal declaration of human rights</i> . (1974). U.S. Catholic Conference, Division of Latin America.
An article from an online journal	It's subpoena time. (June 8, 2007). New York Times. https://www.nytimes.com/2007/06/08/opinion/08fri1.html .
An article from a printed journal	Jones, S. (October 19, 1997). Hit-and-run suspect commits suicide. New York Times, p. 17.
Internet source, author is an institution	National Institutes of Mental Health. Anxiety disorders. Retrieved March 20, 2021 from http://www.nimh.nih.gov/health/topics/anxiety-disorders/index.s
Internet source, author and date of publication unknown	What is psychology? BestPsychologyDegrees.com. Retrieved March 20, 2021 from https://www.bestpsychologydegrees.com/what-is-psychology/

7 Explanatory notes

An explanatory note (depending on its position in the text, it is usually called a footnote or an endnote) is used for a more precise interpretation and explanation of certain concepts, phenomena, or dependencies, or it includes an additional comment. An explanatory note is supplementary to the basic text, but it is placed outside it. It is best to mark it in the text with a digit, while the numbering of explanatory notes is continuous throughout the work. In APA

style, it is located at the bottom of the page (as a footnote). If the footnote reference is used together with punctuation (like coma or full stop), it should be placed after the punctuation – except for brackets.

8 Graphical elements

Tables, charts, figures, drawings, and diagrams included in the work should be fully described. Above them, there should be a number and a title (regular font size).

Graphical elements are numbered consecutively throughout the work, but each type of graphical element (if the thesis includes, e.g., tables and figures) should be labeled using an independent sequence of numbers. If the graphical element has been copied or presents data from some other source, this source should be provided under the element (font size 10).