THE UNIVERSITY OF ECONOMICS IN KATOWICE

STUDY PROGRAM (insert name)

**AUTHOR'S NAME AND SURNAME**

**123456 (album No.)**

**FINAL DISSERTATION’S TITLE**

**TITLE IN ENGLISH**

Bachelor's/engineering dissertation (delete as appropriate)

written under the supervision of

(provide degree/title, name and surname of the dissertation's supervisor)

KATOWICE ….. (year)

**SUPERVISOR’S DECLARATION**

I hereby declare that the following dissertation was prepared under my supervision and confirm that it meets the required conditions.

I approve of the work

…………………………………… ……………………………………

(date) (supervisor’s signature)

...................................................... Katowice, date ...............................

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Being aware of the legal responsibility, I declare that the following Bachelor's/engineering dissertation entitled: ...................................................................................................................

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I hereby agree to make my dissertation available free of charge for the purpose of assessing its authorship by the Uniform Anti-Plagiarism System run by the Minister responsible for higher education, as well as storing it in the National Repository of Dissertations and the internal database of dissertations of the University of Economics in Katowice.

I confirm that I have been informed of the rules regarding the assessment of the dissertation's authorship by the Uniform Anti-Plagiarism System.

I further declare that the final version of my dissertation submitted electronically is consistent with the file evaluated in the Uniform Anti-Plagiarism System.

I also confirm that I am aware of the provisions of Art. 233 § (1) of the Penal Code determining the liability for providing false testimony.

......................................................

(signature of the person submitting the declaration)

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**Introduction (style: heading 1)**

Text – style: Normal

An introduction should include the following:

* definition of the research problem (theoretical and/or empirical),
* justification of its relevance,
* objectives of the work (main/specific),
* research question(s) or research hypothesis/hypotheses,
* definition of the work’s scope (subject, object, temporal, spatial),
* description of the research methodology, techniques and tools used,
* description of the work’s structure,
* general characteristics of the literature used.

The language in which a dissertation is prepared is appropriate to the field of study.

The final dissertation should be correct in terms of language (correctness of language and adherence to the rules of spelling), grammar, style and punctuation. Before submitting individual parts of the entirety of the dissertation to a supervisor, its author is obliged to correct the content. Blatant linguistic and formal errors may be grounds for refusing review by the supervisor.

The suggested volume of the final dissertation should be between 80-130 thousand characters, spaces included. This limit does not include appendices, including tools used in the research (e.g., survey questionnaires). The volume of the theoretical chapter of a project-oriented dissertation may be reduced in favor of a description of the designed solution.

The final dissertation should be written based on at least 25 items of literature, including at least 4 items of foreign-language literature. This number does not include internet sources. The number of literature items may be reduced in the case of project-oriented dissertations in favor of project source materials, such as internal or training materials, presentations, tutorials and others.

Literature on the subject must be up-to-date and selected in such a way as to solve the given research problem. The project work’s literature may also include the source materials used for its completion.

The dissertation follows a standardized method of footnotes and bibliographic index according to APA style, i.e. in-text citations.

**Chapter 1. Title (style: heading 1)**

Text – style: Normal

Only the main chapters should begin on a new page. The number of subchapters and subsections depends on the research problem analyzed and the adopted purpose of the work. The first chapter of the work should include a review of the literature on the subject, while the subsequent chapters should include a scientific discourse.

The final dissertation should be written in an impersonal form (in passive voice, e.g. “an analysis was made” or “an assumption was made”). The text should be divided into paragraphs, i.e. paragraphs of text starting with a new line. A paragraph is used to signal a new issue, a new thought, a new aspect of the problem under discussion, and should not be too short (a minimum of two or three sentences). The paragraph begins with an indentation of 1 cm. Use sentences that are as short as possible (a maximum of 25-30 words) and avoid abbreviations, except for the generally accepted and not ambiguous (for example: etc., e.g., cf., see).

Page size: A4

Font type: Arial, black color

Font size:

* chapter titles: 16 pt, bold
* subsection titles: 14 pt., bold
* text: 12 pt.

Text alignment:

* chapter titles: to the left margin
* subsection titles: to the left margin
* text: both sides (to the left and right margins)

Paragraph indentation: 1 cm

Spacing between lines and paragraphs:

* chapter titles: single line spacing, spacing: before – 18 pts, after – 18 pts.
* subchapter titles: single line spacing, spaces: before – 12 pts, after – 12 pts.
* text: interlineation 1.5 lines, spacing: before – 0 pts, after – 0 pts.

Margins

top – 2.5 cm left left – 3.5 cm

bottom – 2.5 cm right – 1.5 cm

Pagination: in the footer of the document, in the lower right corner (the title page should not contain any page numbers).

An electronic version of the dissertation should be saved in \*.doc or \*.docx format and in \*.pdf format.

* 1. **Subchapter title (style: heading 2)**

Subchapter title:

* ennumeration: 1.1., 1.2., 1.3., 2.1. 2.2., etc.,
* font: 14 pt., bold,
* text aligned to the left margin,
* no paragraph indentation,
* spacing between lines and paragraphs: single line spacing, spacing: before – 12 pt, after – 12 pt.
  + 1. **Subsection title (style: heading 3)**

Subsection title:

* ennumeration: 1.1.1., 1.1.2., 1.1.3., 1.2.1. 1.2.2., etc.,
* font: 12 pt., bold,
* text aligned to the left margin,
* no paragraph indentation,
* spacing between lines and paragraphs: single line spacing, spacing: before – 6 pt, after – 6 pt.
  + 1. **Tables**

For tables, the following rules apply:

* In the text, a table should be cited with a number in place where the phenomenon illustrated in the table is characterized (not in written form, e.g., “according to the following table…”),
* tables should be enumerated in a continuous manner, centered,
* title of the table, written in 11 pt. font and placed above it, should include the subject, object and time range,
* each column and row are explained by "head" (column titles) and "side" (row titles),
* explanatory notes (legend) are placed below the table (before the source), 10 pt. font, single spacing,
* data source (publication, report, websites, etc.) are placed under the table, font 10 pt., single spacing,
* the table should be placed on a single page.

Table 1. "Europe 2020" targets and indicators

|  |  |
| --- | --- |
| **The objectives of "Europe 2020" strategy** | |
| **Smart growth** | Wzrost prywatnych i publicznych nakładów na badania i rozwój do 3% PKB  Zmniejszenie odsetka uczniów przedwcześnie kończących edukację do poniżej 10% i zwiększenie, do co najmniej 40%, odsetka osób w wieku 30-34 lat z wykształceniem wyższym lub równoważnym |
| **Sustainable growth** | Zmniejszenie emisji gazów cieplarnianych o 20% w porównaniu z 1990 r., zwiększenie do 20% udziału energii odnawialnej w ogólnym zużyciu energii oraz zwiększenie efektywności energetycznej o 20% |
| **Inclusive growth** | Zwiększenie stopy zatrudnienia osób w wieku od 20 do 64 lat przynajmniej do poziomu 75%  Zmniejszenie ubóstwa poprzez wydźwignięcie co najmniej 20 mln osób z ubóstwa lub wykluczenia społecznego |

Source: Based on (European Commission, 2010).

* + 1. **Figures**

For figures, the following rules apply:

- in the text, a figure should be cited with a number, in place where the phenomenon illustrated in the figure is characterized (not in written form, e.g., “according to the following figure…”),

- figures should be enumerated in a continuous system,

- title of the figure, written in 11 pt. font, is placed below it,

- legend, explanations and sources, written in 10 pt. font, single spacing, are placed below the figure, aligned to the left margin,

- figures should be centered relative to the page.

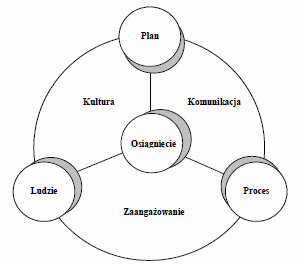


Fig. 1. TQM model according to J.S. Oakland.

Source: (Oakland, 2003, p. 27).

**1.2. Footnotes (literature)**

In a dissertation, a list of literature and source footnotes should be provided in accordance with APA style.

**Without source footnotes, the dissertation cannot be accepted, as this indicates that the author has not studied the literature and has not consulted verifiable sources.**

* + 1. **APA style**

In accordance with APA style, in the case of tables and figures, an abbreviated version of the source literature is used, according to the following pattern: (author's name, date of publication, page number). The footnote is placed immediately after the citation or any other place that requires an indication of the source literature. Full bibliography is given in the literature list at the end of the dissertation. Table 2 provides examples of the correct use of these footnotes in the full (placed in the bibliography and endnotes) and abbreviated version (placed in the text).

Table 2. Examples of use of the Harvard style footnotes in dissertations

|  |  |
| --- | --- |
| **Source literature in bibliography** | **Abridged version** |
| ***Books*** (books, scripts etc.) | |
| Canals, J. (1997). *Strategie konkurencyjne w europejskiej bankowości*. Wydawnictwo Naukowe PWN, Warszawa. | (Canals, 1997, p. 12) |
| Mateos, A., Rosenberg, J. (2011). *Chmura obliczeniowa. Rozwiązania dla biznes*u*.* Wydawnictwo Helion, Gliwice. | (Mateos and Rosenberg, 2011, p. 12) |
| Banaszak, Z., Kłos, S., Mleczko, J. (2016). *Zintegrowane systemy zarządzania.* PWE, Warszawa. | (Banaszak et all, 2016, pp. 87-89) |
| ***Chapters*** that are part of a collective work | |
| Gruszka, B. (1998). Analiza sytuacji finansowej banku [w:] W.L. Jaworski, (ed.), *Współczesny bank*. Poltext, Warszawa. | (Gruszka, 1998, p. 125) |
| ***Scientific papers*** | |
| Zawiła-Niedźwiecki, J., Kisilowski, M. (2016). Poszukiwanie nowego paradygmatu publicznego zarządzania kryzysowego. *Przegląd Organizacji*, No. 3, pp. 49-56. | (Zawiła-Niedźwiecki and Kisilowski, 2016, pp. 51-53) |
| Kisman, Z.A., Tasar, I. (2014). The Key Elements of Local Development. *Procedia Economics and Finance*, Vol. 15, pp. 1689-1696. | (Kisman and Tasar, 2014, p. 1693) |
| Kompa, J.(2016). *Nieuświadomiona rewolucja cyfrowa. Czy powinniśmy się bać internetu rzeczy?* [in:] Harvard Business Review Polska. https://www.ican.pl/b/nieuswiadomiona-rewolucja-cyfrowa-czy-powinnismy-sie-bac-internetu-rzeczy/NlNMx88p [accessed September 20, 2020]. | (Kompa, 2016) |
| ***Reports*** | |
| GUS (2016). *Działalność innowacyjna przedsiębiorstw w latach 2013- 2016.*, https://stat.gov.pl/obszary-tematyczne/nauka-i-technika-spoleczenstwo-informacyjne/nauka-i-technika/dzialalnosc-innowacyjna-przedsiebiorstw-w-latach-2013-2015,2,14.html [accessed June 18, 2021]. | (GUS, 2016, p. 3) |
| GUS. (2016). *Raport GUS 2016*.https://stat.gov.pl/files/gfx/portalinformacyjny/pl/defaultaktualnosci/5438/152/1/1/raport\_gus\_2016.pdf [accessed June 18, 2021]. | (GUS, 2016a, p. 38) |
| ***Online sources (blogs, videos, websites)*** | |
| MIT (2018). MIT *„Health of the Planet” Campaign*.https://betterworld.mit.edu/health-of-the-planet [accessed June 18, 2021]. | (MIT, 2018) |
| *Smart City Index 2020.* https://www.imd.org/smart-city-observatory/smart-city-index/ [accessed May 6, 2021]. | (*Smart City Index* *2020*) |
| ***Normative Acts*** | |
| Law of December 6, 2008, on amendments to the Law on railway transportation and the Law on the protection of agricultural and forestry lands, Journal of Laws, 2009, No. 1, item 3. | (Journal of Laws, 2009 No. 1, item 3) |
| Directive 2010/13/EU of the European Parliament and of the Council of 10 March 2010 on the coordination of certain provisions laid down by law, regulation or administrative action in Member States concerning the provision of audiovisual media services (Audiovisual Media Services Directive) | (Directive 2010/13/UE, Art. 1) |

Note: In the case of one or two authors, the abbreviated footnote gives the names of both authors. For three and more authors, the abbreviated footnote gives the name of the first author and the addition "et al.". In full form, all names should be given.

When two publications were published by the same author or the same institution in one year, we add consecutive letters to the date of publication to distinguish the sources, e.g. (GUS, 2016a, p. 38).

* + 1. **Footnotes (descriptive)**

In addition to literature footnotes, descriptive footnotes may be used, i.e.:

- extended footnotes (with an expansion of the cited opinions),

- polemical (containing a polemic with the cited opinions),

- digressive (used to include personal comments and observations),

- footnotes referring to previous or further parts of the work.

In the case of descriptive footnotes, footnotes are made by placing the reference in the main body and the content of the footnote at the bottom of the page. In such a case, the following rules apply:

- footnotes are placed at the bottom of the pages,

- use continuous enumeration throughout the work,

- 10 pt. font size,

- page alignment on both sides.

**Chapter 2. Title (style: Heading 1)**

Text - style: Normal

**2.1 Subchapter title (style: heading 2)**

**2.1.1 Subsection title (style: heading 3)**

**2.1.2 Subsection title (style: heading 3)**

**2.1.3 Subsection title (style: heading 3)**

**2.2 Subchapter title (style: heading 2)**

**2.2.1 Subsection title (style: heading 3)**

**2.2.2 Subsection title (style: heading 3)**

**2.2.3 Subsection title (style: heading 3)**

etc.

**Conclusions**

Text – style: Normal

Conclusions include:

* response to a research problem adopted at the beginning (answer to the research question) and the purpose of the work,
* reference to the research hypothesis/hypotheses,
* final conclusions summarizing the research results obtained.

**Literature**

Literature includes only those items that were cited in a paper. The list of literature should be arranged alphabetically (starting with the author's surname, then the initial of the first name), and chronologically with regard to normative acts of the same rank. The list should be numbered.

List of literature includes bibliography and internet sources used. In addition, the bibliography should distinguish books, scientific papers, reports, normative acts. Internet sources include items used and described, with an indication of the date of access.

**Bibliography**

**Books and scientific papers**

1. Canals, J. (1997). *Strategie konkurencyjne w europejskiej bankowości*. Wydawnictwo Naukowe PWN, Warszawa.
2. Zawiła-Niedźwiecki, J. i Kisilowski M. (2016). Poszukiwanie nowego paradygmatu publicznego zarządzania kryzysowego. *Przegląd Organizacji*, No. 3, pp. 49-56.

**Reports**

1. GUS, (2016). *Raport GUS 2016.* https://stat.gov.pl/files/gfx/portalinformacyjny/pl/defaultaktualnosci/5438/152/1/1/raport\_gus\_2016.pdf [accessed July 18, 2017].

**Normative acts**

* + - 1. Ustawa z dnia 6 grudnia 2008 r. o zmianie ustawy o transporcie kolejowym oraz ustawy o ochronie gruntów rolnych i leśnych, Journal of Laws 2009, No. 1, Art. 3.

**Internet sources**

* + - 1. *Smart City Index 2020.* https://www.imd.org/smart-city-observatory/smart-city-index/ [accessed May 6, 2021].

**List of figures**

**List of tables**

**Appendices**

Appendices include additional materials used in a dissertation, e.g., a template of questionnaires used for a survey, tables with data obtained from the survey (with a timestamp) and/or analyzed in the dissertation, codes or fragments of program codes, lists of source files, a description of how the solution was implemented.

If more than one appendix is included, they should be listed.

**List of appendices**

1. **Appendix A**
2. **Appendix B**