**Appendix No. 4 to the Oder No. 70/2024**

**Editorial Requirements for Diploma and Project Works**

**in the Programs Offered by the Faculty of Applied Studies**

**at the Lower Silesian University DSW in Wrocław**

1. A diploma work (project/bachelor’s/master’s thesis) must meet the following requirements:
   1. The work should adhere to editorial standards appropriate for the field of study within its discipline, including the structure of the text, footnotes/references, and elements such as tables, charts, figures, etc. Information regarding these editorial standards is provided by the Supervisor or the Program Manage
   2. If no specific editorial standards within the discipline apply to a given program, the editorial standards of the Lower Silesian University DSW shall be followed.
      * Paper size: A4 (doble-sided print),
      * Primary font: Times New Roman,
      * Font size: 12 pt,
      * Line spacing: 1,5 lines,
      * Paragraph indentation: 1,25 cm,
      * margines: top 2,5 cm; bottom2,5 cm; left 2,5 cm; right 2,5 cm,
      * text alignment to both margins
      * in a work footnotes in Times New Roman font, 10 pt are used, alignment to both margins and single line spacing without indentations
      * Hyphenation: Hyphenation must be disabled throughout the document, including in footnotes
      * Page numbering: Continuous numbering for all pages of the work, with numbers located in the bottom-right corner of each page.
2. The printed diploma work must be submitted for registration at the Dean's Office in a white paper folder with an elastic band, with an additional title page attached to the front.
3. The folder must contain, in the case of:
   1. Diploma works An unbound copy of the work, printed from the APD system after approval by the supervisor, with loose sheets.
   2. Project work; a descriptive and critical part, printed from the APD system after approval by the supervisor, with loose sheets, a practical part recorded on a durable electronic medium.
4. Requirements for Preparing Bibliographic References in Footnotes/Endnotes of Diploma Works
   1. If the program requires editorial standards within its discipline, the bibliographic references must comply with those standards.
   2. If no such standards apply, the following Lower Silesian University DSW editorial standards must be followed:

* For a single-author book:

Last name, first initial, title of the book (italicized), publisher, place and year of publication, referenced page(s). Commas are used after the author’s name, title, publisher, and year of publication; periods follow the initials and page numbers.

Example: Surname and Name, Title Italicized, Full Name of the Publisher, Place and Year pp. X.

* For books by 2 to 4 authors:

Last names and initials of all authors, title of the book (italicized), publisher, place and year of publication, referenced page(s).

Example: Surname Name., Surname Name., Title Italicized, Full Name of the Publisher, Place and Year, pp. X.

* For edited books (collective works):

Title of the book (italicized), editor’s last name preceded by the initial, publisher, place and year of publication, referenced page(s). Alternatively, only the title, publisher, place, and date of publication, and referenced page(s).

Example: Title Italicized, ed. Name Surname, Full Name of the Publisher, Place and Year, pp. X-X/XX.

* For articles in books:

Last name, first initial, title of the article (italicized), “[in:]” followed by the book’s author(s) or editor(s), its title (italicized), publisher, place and year of publication, referenced page(s).

Example: Surname Name, Title Italicized, [in:] Title Italicized, ed. Name Surname, Full Name of the Publisher, Place and Year, pp. X-X.

* For articles in journals:

Last name, first initial, title of the article (italicized), journal title (in quotation marks, plain text), year, volume, issue number, referenced page(s).

Example: Surname Name, title of the article in italics, „ Name of the journal in quotation marks and plain text”, Year of publication, volume number of the journal, issue number of the journal, pp. X-X.

* For articles in newspapers:

Last name, first initial, title of the article (italicized), newspaper title (in quotation marks, plain text), issue number, publication date, referenced page(s).

Example: Surname Name, title of the article in italics, „ Name of the newspapers in quotation marks and plain text” of 01.01.2019, pp. X.

* For online publications:

Last name, first initial, title of the article/document, source or institution name (if available), publication date (if available), access: full URL (date accessed).

Examples:

Skłodowski T., Radio Hobby z Legionowa: Rosyjska propaganda, mobbing i problemy z koncesją, Polska Times, 1.03.2015, dostęp: https://polskatimes.pl/radio-hobby-z-legionowa-rosyjska-propaganda-mobbing-i-problemy-z-koncesja/ar/3769031 (01.12.2019).

(b.d.), The World at Six Billion, United Nations Population Division New York, dostęp: https://mysite.du.edu/~rkuhn/ints4465/world-at-six-billion.pdf (10.12.2019).

* For archival materials:

Archive name, name of the document collection and archival signature, document name with its date, and referenced page(s) within the archival folder.

Example: Central Archives of Modern Records, collection name: Ministerstwo Spraw Zagranicznych, archival reference number 9876, Instrukcja dla polskich placówek konsularnych w sprawie współpracy z misjami KBWE, Warszawa 11 Sept 1977, pp. 12-14.

* For legal acts:

Full title of the act with reference to the Journal of Laws (or Monitor Polski), year, number, and position (including information about consolidated texts, amendments, or repeal if applicable).