

TIPS FOR THE PREPARATION OF
DIPLOMA THESES BY STUDENTS
OF THE FACULTY OF FOOD
TECHNOLOGY

SCHEME OF WORK

1. LIST OF ABBREVIATIONS
2. INTRODUCTION
3. LITERATURE OVERVIEW
4. WORK OBJECTIVE
5. MATERIAL AND METHODS
6. RESULTS
7. DISCUSSION OF RESULTS
8. CONCLUSIONS
9. BIBLIOGRAPHY
10. TABLE OF DRAWINGS, PHOTOGRAPHY ITP.
11. ANNEX

TYPOGRAPHY

The text of the work (excluding pages 1-5) should be aligned on both sides, written in Times New Roman 12 point font, lines spacing 1.5 points, without hyphenation. Normal margins should be used: left 2.5 cm; right 2.5 cm; upper 2.5 cm; bottom 2.5 cm; per binding 1 cm (left side). Paragraphs should be made using a tab.

Text highlighting (underlines, italics, exploded print, bold) should be kept to a minimum. Latin names of plants and animals should be written in italics.

Units consistent with the international system of SI units should be used in theses. However, it is allowed to use units commonly used in the area covered by the thesis (e.g. mg / 100 g).

Arabic numerals should be used for table numbering; table title should be placed above the table. Items from the table that require explanations should be marked in the superscript, using the footnote directly below the table. If the table was prepared on the basis of other authors' data, provide their source. The text of the work should always refer to the data in the table, but avoid repeating once again data from the table in the text of the work, as well as avoid illustrating the same data in a graphic form.

Graphic objects (drawings, charts, photographs, diagrams, etc. .) should be numbered with successive Arabic numerals, and their titles should be placed below them. In the text of the work, literature should be quoted in the following order:

-for 1 author: author's name and year of publication, for example: [Kowalski 1999] or according to Kowalski [1999],

- for 2 authors: names of both authors and year of publication, for example: [Kowalski and Nowak 1999] or according to Kowalski and Nowak [1999],

- for 3 or more authors: the name of the first author and the abbreviation "et al." and the year of publication, for example: [Kowalski et al. 1999] or according to Kowalski et al. [1999].

If in the text of the work the author refers to several references, he/she should put them in chronological order, for example: [Kowalski 1970, Nowak 1990, Kowalski and Nowak 2000, Nowak et al. 2007].

When citing a fragment in quotation marks, the respective pages should be quoted, e.g. [Kowalski 2008, p. 328]. Avoid quoting online data, except for the recognized sources, such as FAO / WHO materials. If it is necessary to cite a website, please provide the author's name and date (daily) in the text. If there is no information about the author, the citation looks as follows: [Anonymous, 2.01. 2010].

1. LIST OF ABBREVIATIONS

The chapter (optional) should include a list of abbreviations used in the work, if necessary

2. INTRODUCTION

The chapter should provide a brief introduction to the work covering the scientific or applicative significance of the issue discussed in the work.

3. LITERATURE OVERVIEW

In this chapter, up-to-date knowledge about the research objective should be presented and authors should justify undertaking research on similar topics. It is allowed to use subsections; however, these should be numbered properly.

Table 1. Title of the table [Kowalski 2014]

Value 1	Value 2	Value 3 ¹
Data 1	Data 4	Data 7
Data 2	Data 5	Data 8
Data 3	Data 6	Data 9

¹ Data from the table that require explanations should be marked in the superscript, using the footnote directly below the table.

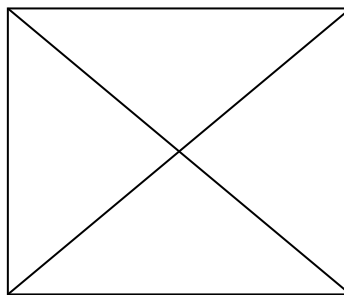


Figure 1. Title of drawing [Nowak 2010]

4. OBJECTIVE OF THE WORK

This chapter should contain a concisely defined aim of the work (hypothesis or research thesis).

5. MATERIAL AND METHODS

This chapter should provide a description of the experimental material, organization and course of the research work, along with a compact but accurate description of the research methods used. If these are commonly known and used methods, it is enough to name them and refer to the literature source. Subsections, however with proper numbering, can also be used.

6. RESULTS

In this chapter the author should present its own results; give them in the form of tables, charts, photographs, etc.; and then discuss in detail. Applying subchapters with appropriate numbering is also allowed.

7. DISCUSSION OF RESULTS

This chapter should contain a description and discussion of the research problem undertaken by the author, based on the results of own research and available literature data. It is permitted to combine the chapters 'RESULTS' and 'DISCUSSION OF RESULTS' into one chapter 'RESULTS AND DISCUSSION'. The author can also divide chapter into properly numbered subsections.

8. CONCLUSIONS

This chapter should contain transparent and generalized conclusions resulting directly from the results obtained.

9. BIBLIOGRAPHY

Bibliography should only include items that were cited in the text of the work.

Bibliography should be sorted alphabetically, items should be numbered and formatted according to the examples below.

Book - one author.

Name. Publication date. Title. Place of publication, Publisher.

ChittyD. 2003. Do lemmings commit suicide? Beautiful hypotheses and ugly facts. New York, Oxford University Press.

Book - two and more authors.

Names. Publication date. Title. Place of publication, Publisher.

Rosellini G., Worden M. 2004. Of course you're angry: A guide to dealing with the emotions of substance abuse. Center City, MN, Hazelden.

Book - unknown author.

Title. Publication date. Place of publication, Publisher.

The Koran. 1974. New York, Crescent Books.

Book edited by editor(s)

Name of editor (s) (Ed. Or Eds.) Publication date. Title. Place of publication, Publisher.

Moen P., Elder G., Luscher K. (Eds.). 1995. Examining lives in context: Perspectives on the ecology of human development. Washington, DC, American Psychological Association.

Chapter from book

Author's Name. Publication date. Tytuł rozdziału. In: Editor's name (Ed.), Book title (volume number - if applicable, pages). Place of publication, Publisher.

Updike J. 2004. Reading Trends. In M. Meyer (Ed.), The Bedford introduction to literature: Reading, thinking and writing (487-491). Boston St. Martin's Press.

Encyclopedic or dictionary entry

Author's name. Publication date. Entry Title. In: Title of the encyclopedia / dictionary (volume number - if applicable, pages). Place of publication, Publisher.

Tavis C. 1989. Queen bee syndrome. In: Women's studies encyclopedia (Vol. 1, 307). New York, Greenwood Press.

Multi-volume work

Names of authors. Publication date. Title (volume, number - if applicable). Place of publication, Publisher.

Mills L. 1996. Architecture of the Old South (Vols. 1-2). Savannah, Beehive Foundation.

Article in the journal

Names of authors. Publication date. Title of the article. Journal title. volume - if available (number, if available), pages.

Watts J. D. Crick F. H. 1953. A structure for deoxyribose nucleic acid. Nature, 171, 737-738.

Jones H. M. 2002. The attractions of stupidity. The St. Croix Review, 30 (2), 6-10.

Jasper W. F. 2004. Good cop, bad cop: Alarming expansion and bad police. *The New American*, 13, 234-239.

Article in the newspaper

Names of authors. Release year (day, month). Title of the article. Journal title, pages.

Munsey C., Shuey, P. J. 1997 (May 8). Bomb threats to become felony. *The Times*, A11.

An anonymous newspaper article

Release year (day, month). Title of the article. Journal title, pages.

Anonymous. 2015 (May 8). Cudowne właściwości zielonej herbaty. *Polish Journal*, B14.

Article on the website

Names of authors. Year of electronic publication. Document title. Taken [day month, year], from [Website address / URL]

Tanner Computer Services. 2003. The world famous hot dog page. Retrieved January 7, 2004, from <http://www.xroads.com/~tcs/hotdog/hotdog.html>

Doctoral and master's theses

Name of the author. Year of publication. Title. Type of work, institution. Taken from [Website Address / URL - if available]

Bernardi R. A. 1990. Accounting pronouncements, firm size, and company industry: Their effect on Altman's bankruptcy prediction model. Doctoral dissertation, Nova University.

Taken from <http://www.google.com/~bernadi/dissertation.pdf>

Patterson G. W. 2003. A comparison of multi-year instructional programs (looping) and regular education program utilizing scale scores in reading. Master's thesis, University of Florida.

Public institution report

Name of authors or name of institution. Year of publication. Title of publication (publication number). Place of publication, Publisher

U.S. Department of Justice. 1995. *Correctional Statistics in the U.S.* Washington, USA, U.S. Department of Justice.

Announcement published in the conference materials

Names of authors. Publication date. Title of the report. In: editor's name (Ed.) Title of conference materials (pages). Place of publication, Publisher.

Gibson C. C. 1995. Impact of the larger social context on the distance learner. In: Smith M. International Council for Distance Education: One world many voices: Quality in open and distance learning (279-282). Chicago, Elsevier.

Report at virtual conference

Names of authors. Year (month). Title of the report. Report presented at [name of conference]. Retrieved [day, month, year], from [Website address / URL].

Steinbrecker, D. 2002 (March). The care and feeding of an online instructional site. Report presented at Distance Education virtual conference. Retrieved June 14, 2007, from <http://www.umuc.au/conference/disted/care.html>

Patent

Names of authors. Year of publication by the patent office. Patent Type. Patent Title. Patent Number. Place of publication, Name of the patent office.

Borwin G.F. 1998. US patent. Improvement in machines for tapering bars for reaping and mowing machines. US178,323. Waszyngton, U.S.. Patent and Trademark Office.

Legal acts

Type of act and date of establishment. Title. Source:

Act of 27 April 2001 Environmental Protection Law. OJ No. 62, item 622

Ordinance of the Minister of the Environment of January 9, 2002 regarding threshold values for noise levels. OJ No. 8, item 81.

PN-ISO 690: 2002. Documentation. Bibliographic footnotes. Content, form and structure.

Council Directive 94/63 EC of 27 September 1996 on the assessment and management of air quality.

In the case of several works by the same author, the order in which they appear in the Bibliography is determined by the date of issue. If more than one work comes from the same year, they should be put in alphabetical order from A to Z according to their titles and lowercase letters of the alphabet should be added next to the year of publication, for example:

Kowalski A.2007 a. Atherogenic properties ...

Kowalski A.2007 b. Animal fats ...

Kowalski A 2009. Milk fat ...

10. LIST OF TABLES. DRAWINGS, PHOTOGRAPHS, ETC.

Optional chapter, in which there are tables, drawings, photographs, etc. with their number, title and page of work on which they are placed.

11. ANNEX

Optional chapter containing detailed results of research or analyses, results of statistical analysis or related data.