

Annex 2 to the Ordinance No. 2-2021/2022 of the Dean of the Faculty of Geographical and Geological Sciences of Adam Mickiewicz University in Poznań of 4 February 2022 on the rules for enrollment in diploma seminars, the principles for preparing diploma theses, and the diploma examination at the Faculty of Geographical and Geological Sciences

PROPOSED EDITORIAL TEMPLATE FOR THE DIPLOMA THESIS AT THE FACULTY OF GEOGRAPHICAL AND GEOLOGICAL SCIENCES, AMU

1. Font: Times New Roman, size 12.
2. Line spacing: 1.5.
3. Printing and binding:
 - a) The copy submitted to the Dean's Office: double-sided printing, soft binding – this editorial version must be uploaded to the APD system;
 - b) Copies for the supervisor and reviewer: according to their individual guidelines.
4. Margins:
 - a) Double-sided printing:
 - Top: 2.5 cm
 - Bottom: 2.5 cm
 - Left: 3 cm on odd-numbered pages; 2 cm on even-numbered pages
 - Right: 3 cm on even-numbered pages; 2 cm on odd-numbered pages
 - b) Single-sided printing:
 - Top: 2.5 cm
 - Bottom: 2.5 cm
 - Left: 3 cm
 - Right: 2 cm
5. The student must approve the declaration of independent authorship of the diploma thesis in the APD system (see Regulation No. 3/2020/2021 of the Rector of Adam Mickiewicz University in Poznań of 7 September 2020 on the submission and storage of diploma theses using the Archive of Diploma Theses and documentation of the diploma examination).
6. The thesis must include a summary in English, followed by 3 to 5 keywords. The summary with keywords must not exceed 1 page.
7. After the English-language summary and keywords, a table of contents must be included in the MA thesis.
8. Chapters and subchapters must be numbered using Arabic numerals only. Chapter numbers should be in bold font; subchapters in regular font. Example:

Chapter 1. Introduction.....	2
1.1 Aim and scope of the thesis.....	5
1.2.1. Aim of the thesis.....	6
1.2.2. Scope of the thesis.....	8

9. All foreign-language terms should be written in italics (italic font), e.g.:
The white-tailed eagle (*Haliaeetus albicilla*) is the largest bird of prey in Poland.

10. The thesis should end with the following lists:

- Bibliography
- List of tables
- List of figures
- List of photographs
- List of appendices

11. Page numbers should appear in the footer (bottom margin), centered.

12. Figures, tables, and photographs should illustrate or clarify the text.

There must be no tables, figures, or photographs in the thesis without reference in the main text. Tables, figures, and photographs should be numbered separately within each category, e.g. fig. 1, fig. 2,... tab. 1, tab. 2..., photo 1, photo 2.

Note: Do not start chapters or subchapters with tables, figures, or photographs – always begin with text!

Example of in-text citation:

The construction and subsequent expansion of fortification facilities significantly affected land use in this area (see tab. 1; fig. 2).

Tab. 1 presents the share of different land use types.

Fig. 4 shows an example of an illegal waste dump in the village of Jasienica.

Examples of how to format titles of tables, figures, and photographs along with sources:

a. tables

Tab. 2. Summary of land use in the analysed area in the period 1784–1941

Source: own elaboration

or

Source: own elaboration based on Bartkowski (1990)

or

Source: Bartkowski (1990)

b. figures



Fig. 5. Land use in the Chwaliszewo area in the 17th century.

Source: own elaboration based on Topographische Karte 1:25,000, Sheet 1944 Koschmin (1890)

c. photography



Photo 2. View on the beach in Kołobrzeg

Author: K. Leszczyńska

or

Photo 2. View on the beach in Kołobrzeg

Author: K. Leszczyńska (date and the year of photo publishing)

or

Photo 2. View on the beach in Kołobrzeg

Author: K. Leszczyńska (2018)

or

Photo 2. View on the beach in Kołobrzeg

Source: <http://w....>

13. In-text citation guidelines:

a. Publications by up to 2 authors:

Only one of several islands remains today (see Kaniecki 2004).

According to the classification by Bartkowski (1987), we can generally distinguish two basic landscape types – natural and cultural.

Very often (see e.g. Ciołkosz, Bielecka, 2005; Ciołkosz, Poławski, 2006; Pietrzak 2010), land use is considered superior to land cover.

Land cover (*ang. land cover*) refers to the biophysical description of the Earth's surface, i.e. the state of land cover at the moment of observation (Ciołkosz, Bielecka, 2005).

b. Publications by 3 or more authors:

As with the concept of landscape, these terms have also been the subject of debate for years (Bartkowski et al., 1988).

According to Bartkowski et al. (1988), the separation of these concepts is not always justified or possible.

c. Edited volumes:

The debate on the concept of landscape has been ongoing for many years (see Bartkowski (ed.), 1983).

d. Multiple publications by the same author(s) in the same year:

Information produced as part of the State Environmental Monitoring (PMŚ) is also used for strategic planning in the field of environmental protection and sustainable development at all levels of governance (Kostrzewski, 1995a; 1995b; 1995c; 1999). According to Kostrzewski (1995a; 1995b), information produced as part of PMŚ is also used for strategic planning in the field of environmental protection and sustainable development at all levels of governance.

e. Publications without listed authors:

The smallest changes are observed in forests and grasslands (*Opracowanie ekofizjograficzne...*, 2005).

According to the *Ecophysiographic Study...* (2005), the extent and cost of changes vary.

- 14.** Bibliographic entries must follow the guidelines for authors submitting manuscripts to the journals *Geologos* or *Quaestiones Geographicae*. Additionally, a sample format is provided below:

a. Books:

Kondracki J., 2012: *Geografia regionalna Polski*, Wyd. PWN, Warszawa
Richling A., Solon J., 2012: *Ekologia krajobrazu*, Wyd. PWN, Warszawa
Kostrzewski A., 1998a: *Funkcjonowanie geoekosystemów zlewni rzecznych. Cz. 1 Środowisko przyrodnicze dorzecza Parsęty – stan badań, zagospodarowanie, ochrona*, Uniwersytet im. Adama Mickiewicza w Poznaniu, Instytut Badań Czwartorzędu, Wyd. Naukowe UAM, Poznań
Kostrzewski A., 1998b: *Funkcjonowanie geoekosystemów zlewni rzecznych. Cz. 2 Powódzie rzek przymorza Bałtyku i innych regionów Polski – uwarunkowania, przebieg, skutki w środowisku przyrodniczym*, Uniwersytet im. A. Mickiewicza w Poznaniu, Instytut Badań Czwartorzędu i Geoekologii, Wyd. Naukowe UAM, Poznań
Geografia Polski. Środowisko przyrodnicze, 1999: Ed. L. Starkel, Wyd. PWN, Warszawa
Analiza stanu i uwarunkowań prac planistycznych w gminach na koniec 2010 roku, 2012: Instytut Geografii i Przestrzennego Zagospodarowania PAN, Warszawa
Raport o stanie środowiska w Wielkopolsce w roku 2010, 2011: Wojewódzki Inspektorat Ochrony Środowiska w Poznaniu, Biblioteka Monitoringu Środowiska, Poznań

b. Book chapters or sections in collective monographs:

Kostrowicki A.S., 1999: *Fauna*, [in:] Starkel L. [ed.], *Geografia Polski. Środowisko przyrodnicze*, Wyd. PWN, Warszawa

c. Journal articles:

Bródka S., Macias A., 2008: *Etapy oceny środowiska przyrodniczego oraz ich znaczenie w procesie planistycznym*. *Problemy Ekologii Krajobrazu*, XIX: 61–76

Szczuciński W., Chaimanee N., Niedzielski P., Rachlewicz G., Saisuttichai D., Tepsuwan T., Lorenc S., Siepak J., 2006: *Environmental and geological impacts of the 26 December 2004 tsunami in coastal zone of Thailand – overview of some short and long-term effects*. Polish Journal of Environmental Studies 15(5): 793–810

Taylor P.J., 1997: *Hierarchical tendencies among world cities: A global research proposal*. Cities 14(6): 323–332

Kourtit K., Nijkamp P., 2012: *Creative firms as change agents in creative spaces*. Quaestiones Geographicae 31(4): 19–31. DOI 10.2478/v10117-012-0032-6

d. Online materials:

Klugman J., Scott T., 2009: *Twenty years of transition and human development: an appraisal*. Development & Transition 14: 17–19. Online: europeandcis.undp.org/data/show (accessed: 24.09.2013).

Banks I., (n.d.): *The NHS Direct healthcare guide*. Online: healthcareguide.nhsdirect.nhs.uk (accessed: 29.08.2013)

Water Framework Directive 2000/60/EC. Online: <http://www.rdw.org.pl> (accessed: 13.09.2013)

e. Legal acts:

Waste Act of 14 December 2012, Journal of Laws, 2013, no. 0, item 21.

Regulation of the Minister of the Environment of 15 November 2011 on the forms and methods of monitoring uniform parts of surface and groundwater, Journal of Laws, 2011, no. 258, item 1550

Directive 2008/50/EC of the European Parliament and of the Council of 21 May 2008 on ambient air quality and cleaner air for Europe (CAFE Directive), Official Journal of the EU, L 2008, 152/1

Regulation (EC) No 1907/2006 of the European Parliament and of the Council concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), Official Journal of the EU, L 2006, 396/1

f. Strategic documents (plans, studies, programmes), expert reports and other studies:

State Environmental Policy 2009–2012 with a perspective to 2016, 2008: Ministry of the Environment, Warsaw

Rural Development Programme 2007–2013 (RDP), 2010: Ministry of Agriculture and Rural Development, Warsaw

g. Commentary to sozological, hydrographic, hydrogeological, geological and other maps:

Kozacki L., Macias A., Markuszewska I., Rosik W., 2003: *Commentary to the sozological map, scale 1:50,000, sheet N-33-142-D Czemiń*, Chief Surveyor of Poland, Warsaw

Graf R., 2003: *Commentary to the hydrographic map, scale 1:50,000, sheet N-34-122-C Sompolno*, Chief Surveyor of Poland, Warsaw

h. Cartographic materials, topographic, thematic and base maps:

Topographic Map of Poland, scale 1:25,000, sheet 433.23 Jarocin, 1983: Main Office of Geodesy and Cartography, Warsaw
Topographic Map of Poland, scale 1:50,000, sheet M-33-11-B Jarocin Zachód, 1999: Main Office of Geodesy and Cartography, Warsaw
Topographische Karte 1:25,000, sheet 1944 Koschmin, 1940: Reichsamt für Landesaufnahme
Sozological Map of Poland, scale 1:25,000, sheet M-33-11-B Jarocin Zachód, 2005: Chief Surveyor of Poland, Warsaw
Hydrographic Map of Poland, scale 1:25,000, sheet m-33-12-A Jarocin Wschód, 2001: Chief Surveyor of Poland, Warsaw
Soil and Agricultural Map of Kalisz Voivodeship, scale 1:100,000, 1986: Institute of Soil Science and Fertilization, Puławy

i. Websites:

www.stat.gov.pl [Central Statistical Office of Poland]
<http://krotoszyn.pl/> [Krotoszyn City and Commune Office]
<http://www.powiat-gniezno.pl/> [Gniezno County Office]
<http://www.poznan.uw.gov.pl/> [Poznań Voivodeship Office]
<http://wuw.bip-i.pl/>
<http://www.mos.gov.pl/>

j. In cases where a source is cited via another work:

Bartkowski T., 1989: *Kształtowanie i ochrona środowiska przyrodniczego człowieka*, Wyd. PWN, Warszawa, [cited in:] Bródka S., Macias A., 2008: *Etapy oceny środowiska przyrodniczego oraz ich znaczenie w procesie planistycznym*. Problemy Ekologii Krajobrazu, XIX: 61–76