

# **TECHNICAL RULES FOR DIPLOMA THESIS**

## **1. The content and layout of the work**

- front page
- declaration (attached as Annex 2 to the Graduation Rules at the Instrumental Faculty of the Academy of Music in Kraków, a document adopted by the Council of the Instrumental Department on March 10, 2021)
- Table of Contents
- introduction
- chapters and subsections
- summary
- bibliography (or discography)

The work should have a minimum of 35 standard typed pages (1800 characters with spaces), edited according to the standards specified in p. 3. In terms of punctuation and spelling (typographic lines, brackets, markers, etc.), it is recommended to use rules compliant with the APA standard.

Graphic examples (including sheet music) and attachments are not included in the total number of pages.

## **2. Number of copies and binding**

- printed and bound copies of thesis should be submitted to the dean's office in the number of 1 pc (one-sided print, paperback) and 2 pcs (double-sided print, paperback)
- digital copy of the work (signed - name and surname of the author, title of the work, year of submission) in the .doc /.docx /.pdf format
- "I admit the work to be defended" the supervisor's signature on one copy (double-sided printing)

## **3. Page size, margins, font, spacing, indents**

- page settings:
  - vertical text orientation
  - A4 size (21 cm x 29.7 cm)
  - margins: right, left, top, bottom: 2.5 cm and for the binding: 1 cm
- text of the chapters:
  - Times New Roman font, size: 12 pt, style: normal, alignment: justified
  - spaces between characters: normal, 0 points
  - one space character between words
  - line spacing (line spacing): 1.5 lines

indentation of the first line of the paragraph: 1.25 cm, or no indentation (one is allowed to use only one chosen layout throughout the document)  
in the case of single letters or conjunctions at the end of the line, use a non-breaking space  
manual line break can be used

#### **4. Structure:**

In the organization of the text, a maximum of five types of sub-headings can be used. Submitted paper must have an obligatory division into first-degree sub-headings (chapters).

#### Principles of headings:

If the text has a simple structure, it may be broken down only by first-degree subheadings.

The text that follows the first and second degree headings starts with a new paragraph.

- chapter titles (first-degree subtitle) - Times New Roman font, size: 14 pt, style: bold (one line spacing from the content of the chapter is allowed)
- sub-chapter titles (second-degree subheading) - Times New Roman font, size: 13 points, style: bold (one line spacing from the subchapter content allowed)

On the title page there should be a declaration attached as Annex 2, the table of contents, divided into chapters and sub-chapters with the number of the page on which they are located.

A chapter should always start on the next page.

#### **5. Page numbering**

Automatic numbering, placed in the footer of the page, aligned to the center, without numbers on the title page (first) and containing the table of contents (second).

#### **6. Notation of numerals**

They should be written out representing values below 10, that is in case of cardinal (e.g. five) as well as ordinal (e.g. fifth), collective (e.g. five) and fractional (e.g. half) numbers.

Use digits to write values over 10 (inclusive);

The above rule does not apply to titles, abstracts and drawings, where all numerals should be written as digits.

## **7. Footnotes, citations, references**

All footnotes should be numbered sequentially as they appear in the text, using Arabic numerals. Each footnote should be placed at the bottom of the page containing the text to which it relates. The reference (Arabic numerals, position: superscript) is placed immediately (without spaces) after the selected element: word, phrase or phrase, and before the punctuation that follows it, ending a sentence or part of a sentence. Exceptions: question mark, exclamation point, ellipsis, quotation marks.

All titles are written in italics except for the journal titles, which should be entered in regular type in quotation marks.

### Footnotes:

- dictionary: expression (abbreviation of the language of origin) - translation, e.g. :  
Do widzenia (Polish) – goodbye
- factual: phrase - concise definition
- bibliographic:

First name or initial of the name and surname of the author, Title (in the original or transcribed version), in case of translation Surname initials and Name of the translator, possibly: editor, publisher, Place and year of publication, abbreviation "p." page number dot.

### Example:

Ch. De Vito, *Coltrane według Coltrane'a*, tłum. F. Łobodziński, wyd. Kosmos Kosmos, Warszawa 2017, s. 114.

In the case of an article or chapter in a collective volume or dictionary:

I. Lindstedt, *Grupa (szkoła) manchesterska* [w:] *Nowa muzyka brytyjska*, red. A. Kwiecińska, wyd. Ha!art, Kraków 2010, s. 71.

In the case of references to articles in journals, the title of the journal should be quoted in quotation marks and then the conjunction is not provided [in:]:

K. Stępień-Kutera, *Poles of mannerism - musicality and rhetorics*, "Res Facta Nova", No. 9/2007, p. 50.

In the case of online sources, please provide the author of the article (if known), the title, as well as the source and date of access to the page:

A. Ross, *There was a third book* [<https://www.thereistisnoise.com/2019/10/there-was-a-third-book.html>], accessed on 5/12/2019].

Wherein:

- when the author refers to a source mentioned directly in the preceding footnote, the form should be used: *Ibid.* / *Ibidem* or *Ibid.*, p. xxx.

Example:

*Ibid.*, P. 117.

[or:]

*Ibidem*, or *Ibid.* p. 117.

[or:]

*Idem*, p. 117 (for male)

*Eadem*, p. 117 (in the case of a female)

- when the author again refers to the aforementioned source, in a situation when a publication by another author was cited, the form should be used:

Initial of the author's first name, Surname, plot of citation / *op. cit.*, p. xxx.

Example:

Ch. De Vito, *op. cit.*, p. 223.

[or:]

Ch. De Vito, *op. cit.*, p. 223.

Punctuation and spelling for citation:

The quoted text should contain the original spelling, even if it is incorrect. If any discrepancy in the original text could mislead the reader, put the word [*sic!*] In italics in square brackets after the error.

In continuous text, double quotation marks must be used to include quote to text (so-called quote in a quote). The chevron is used to highlight a piece of text that is already highlighted by double quotation marks.

Example:

Nowak (2012) stated that "citation citation citation «citation in citation» citation citation".

#### Indirect citations:

They are used only when the original work is difficult to access or not, or has not been published in a language known to the author. The Bibliography should contain the secondary source (the one used by the author), while the text should include the name of the original work and enter a reference to the secondary source preceded by the preposition **after:** with a colon.

If the author wants to indicate a specific publication to which he did not have direct access, and knows it only from another source, he should provide the date of that unavailable publication, and then the reference to a secondary source preceded by the preposition **after:** with a colon.

If, in the text, the author discusses someone's concept, research, etc. described in works to which he did not have direct access, and which he knows from secondary sources, a short footnote may be made in the text, provided that the source referring to this publication is indicated in the previous footnotes.

Example:

In his theory of the reception of a musical work (Tomaszewski, 1996), he distinguished two aspects of this phenomenon.

The bibliographic footnote of the CD / DVD recording should contain the following information:

Album title, artist, label, Number and year of release.

#### **8. Graphic examples, illustrations, tables:**

Each example should be numbered accordingly. Throughout the work, the numbering should be continuous within a given category.

For graphic examples:

Example (number): Brief description of the graphic example.

In the case of music examples:

Example (number): first name initial, surname of the author and co-authors (if applicable); the title of the work, opus number or catalog number (if applicable), in the case of vocal-instrumental works: the initial of the name and surname of the author of the text, publisher (if applicable) and editor of the edition (if applicable), or in the case of an autograph, an annotation with the location and collection which it comes from, catalog number of the library or set (if applicable), range of measures illustrated in the example.

For illustrations and iconographic material:

Illustration (number): brief description of the illustration

In the case of iconographic materials (works of fine arts and photographs):

Illustration (number): initial of the first name, author's surname (in an unknown case, we give: author unknown); title of the work or name (s) and surname (s) of the character and / or description of the location, dating (year of creation), photo publishing house (if applicable), catalog number or name of the collection / deposit in which the material is located

For tables:

In addition to the number, each table should have a title briefly describing its content. The table title is written in italics.

Table (number): title (if applicable), description of the content

Format:

Interline inside a table can be double or single. All the headings in the table and the results presented in it should be centered. This rule does not apply to words or text placed in table cells (it should be justified) and numbers with fractions in the decimal notation (they should be aligned according to the comma in the fraction).

Inside the table, a sans-serif font should be used (eg Arial, Calibri). If the table spans more than one page, you must repeat the table and column headings on each page.

## **9. Bibliography:**

It should be organized according to the following sections:

- monographs
- collective publications
- articles in collective publications or scientific journals
- encyclopedias
- music sources, scores

- multimedia: recordings, films
- index of illustrations

In the case of internet sources, please provide the author of the content or the title of the article, publication, or the name of the website / portal, the full website address with the date of access.

- music sources, scores

provide the name and surname of the composer and co-authors (if applicable), title of the work, opus number or catalog number (if applicable), publisher (if applicable) and editor of the edition (if applicable), or, in the case of an autograph, an annotation specifying the location and collection, from which it comes, catalog number of the library or collection (if applicable). In the case of internet sources, the full address of the website from which the material was taken, including the date of access.

- multimedia sources: recordings, films

please provide the title of the album, performer (s) / director (in the case of operas and other stage works), label, number and year of release.

Below are two examples of a cover page pattern: with the given font sizes (alignment: center) and without them.

Akademia Muzyczna im. Krzysztofa Pendereckiego  
w Krakowie  
(Times New Roman 16 pkt)

Wydział XXXXXXXX  
(Times New Roman 15 pkt)

Katedra XXXXX XXXXX  
(Times New Roman 14 pkt)

**Imię Nazwisko**  
**(Times New Roman 18pkt)**  
nr albumu xxxx  
(Times New Roman 16pkt)

***Tytuł XX XXXXX XXXXX XXXX XXXX  
XXX XXXXX X XXXXX XXX XX X  
(Times New Roman 16 pkt)***

Praca pisemna / dyplomowa napisana pod kierunkiem  
tytuł naukowy Imię Nazwisko promotora  
(Times New Roman 14 pkt)

Kraków 20xx  
(Times New Roman 12 pkt)



Akademia Muzyczna im. Krzysztofa Pendereckiego  
w Krakowie

Wydział XXXXXXXX

Katedra XXXXX XXXXX

**Imię Nazwisko**

nr albumu XXXX

***Tytuł XX XXXXX XXXXX XXXX XXXX  
XXX XXXXX X XXXXX XXX XX X***

Praca pisemna / dyplomowa napisana pod kierunkiem  
tytuł naukowy Imię Nazwisko promotora

Kraków 20xx

Annex no 2 to the Graduation Rules at the Instrumental Faculty of the Academy of Music in Kraków,  
a document adopted by the Council of the Instrumental Department on March 10, 2021)

Kraków, dnia .....

Imię i nazwisko:.....

Wydział: **Instrumentalny**

Kierunek: **Instrumentalistyka**

Specjalność: .....

Numer albumu: .....

## O Ś W I A D C Z E N I E

Ja niżej podpisana/y oświadczam, iż niniejsza praca dyplomowa została napisana przeze mnie samodzielnie i nie narusza praw autorskich w rozumieniu ustawy z 4.02.1994r. *O prawie autorskim i prawach pokrewnych* (Dz. U. z 2017 r. poz. 880 z późn. zm.)

Oświadczam również, że przedstawiona praca nie była wcześniej przedmiotem procedur związanych z uzyskaniem tytułu zawodowego w innej uczelni.

Wyrażam zgodę / nie wyrażam zgody\* na udostępnienie niniejszej pracy na zasadach określonych w Regulaminie Biblioteki Akademii Muzycznej im. Krzysztofa Pendereckiego w Krakowie.

.....  
(podpis studenta)