

**Rules of the diploma procedure
at the Faculty of Earth Sciences and Spatial Management of the Maria Curie-Skłodowska
University (UMCS)**

I. General assumptions

The diploma procedure theses covers a group of didactic and organisational activities aimed at obtaining a graduation diploma by a student on a specified major, level, and profile. The process involves student's presentation of a diploma thesis and passing the diploma examination with apposite grade. In the case of undergraduate programmes, it is possible to replace the diploma thesis with other solutions verifying the skills of critical analysis and drawing conclusions, as well as solving theoretical or practical problems. The solutions are defined by a given programme.

II. Selection of the supervisor and topic of the diploma thesis

1. Students select thesis supervisors from a list of teachers entitled to such supervision determined by the Dean College.
2. The supervisor is responsible for the substantive, methodical, and formal accuracy of the paper.
3. Thesis topics are defined by supervisors in consultation with students.
4. The topic of a thesis prepared by the student should be in line with their major and specialisation (if the programme stipulates it), as well as with the research output or practical experience of the supervisor.
5. Supervisors of diploma theses are obliged to present thesis topics within a deadline specified by the Dean. Thesis topics are subject to assessment by curriculum teams relevant to particular majors, and are then subject to opinion and approval by the Dean College. In the case of substantive or formal reservations by the curriculum team, suggestions of changes are submitted directly to thesis supervisors. Corrected versions are presented to the Dean College.
6. In the case of theses with research character, requiring conducting laboratory experiments by the student, together with the topic of the thesis, the supervisor submits a brief description of the planned experiment with specification of the laboratory in which it would be conducted. Decisions on awarding a thesis a status of an experimental thesis is made by the Dean College on request of the curriculum team.

7. Each substantive change in the topic of the thesis requires consent of the supervisor and the Dean College. In the case of changes with editorial character, the correction of the topic is approved by the Vice-Dean in charge of student affairs.
8. A change of the topic occurs based on an application submitted by the student and supported by the supervisor.
9. The supervisor is responsible for the coherence of the final topic of the thesis with the topic approved by the Dean College.
10. In justified cases, it is possible to change the supervisor during the preparation of the thesis. Such a change is approved by the Dean College on request of the student of current supervisor, or Vice-Dean.
11. The thesis is assessed independently by the supervisor and by a reviewer according to the scale of evaluation stipulated by the programme regulations. In the case of a negative assessment issued by the reviewer, the Dean consults another reviewer. In the case of a second negative assessment, on request of the student, the Dean issues a decision on the permission to repeat the last semester or year for the purpose of improvement of the existing thesis or preparation of a new one, and in the case of lack of an application on the part of the student, the Dean takes a decision on removing the student from the programme.
12. The thesis approved by the supervisor is submitted by the student not later than:
 - a. by the end of February in programmes ending in the winter semester;
 - b. by 25 September in undergraduate programmes ending in the summer semester.
 - c. by 30 September in graduate programmes ending in the summer semester
13. Failure to submit the thesis within the specified term results in consequences stipulated in the study regulations of UMCS.

III. Character of the diploma thesis

1. The diploma thesis is a written or cartographic study in the scope of which the student undertakes solving a specified theoretical or practical problem. It is prepared individually or in teams under the supervision of an academic teacher, hereinafter referred to as the supervisor. In the case of team work, the scope of work of each student in the team must be precisely defined.
2. The thesis takes the following names:
 - a. in undergraduate Bachelor programmes – Bachelor thesis;
 - b. in undergraduate Engineer programmes – Engineer's thesis;

- c. in graduate Master programmes – Master’s thesis.
3. The thesis on both levels of programmes is prepared by the student under the supervision of a teacher with at least a doctoral scientific degree.
 4. On majors with a practical character, the Dean College can appoint an external specialist with documented professional experience obtained outside the university to supervise a diploma thesis. It is possible to appoint a specialist from outside the university as an auxiliary supervisor supporting the process of preparation of the thesis in the practical scope.
 5. The supervisor of diploma thesis on both levels of education can be an academic teacher with a doctoral scientific degree, and in the case of practical Engineer’s theses in undergraduate programmes, also with a professional Master’s title with professional experience in a scope related to the topic of the thesis, obtained outside the university. In the case of Master’s theses, in a situation when the thesis supervisor is a teacher with a doctoral scientific degree, a teacher with a scientific degree of habilitated doctor or with a scientific title of professor is selected as a reviewer.
 6. The reviewer of the diploma thesis is an appointed academic teacher whose research work is in line with the topic of the thesis, or a practitioner with documented professional experience in a given field.
 7. The student implementing more than one specialisation on a given major prepares one diploma thesis on a topic thematically related to the first specialisation, and takes one diploma examination.
 8. The diploma thesis can have the following character:
 - a. review – based on analysis of literature on the subject;
 - b. research – based on own research of the student, with the application of a research procedure typical of a given field;
 - c. design – when the student designs a solution to a specified practical problem.
 9. A research paper can be of experimental character, if its objectives and study methods exhaust the definition of an experiment understood as the execution or changing the course of processes through the introduction of a new factor, and observation of the resulting changes. Experiments should be aimed at the verification of specified theories, concepts, methods, hypotheses, or specified solutions. The experimental research process requires the application of detailed measurements, analyses, or simulations, and

formulation of the resulting general conclusions, and particularly defining the observed patterns and cause-and-effect relations.

10. The diploma thesis:

- a. in undergraduate programmes with a general academic profile should be of a review or research character;
- b. in undergraduate programmes with a practical profile should be of a review or design character;
- c. in undergraduate engineer programmes should be of design character;
- d. in graduate programmes with general academic profile should be of a review or research character;
- e. in graduate programmes with a practical profile should be of a review or design character.

11. Two basic rules for structuring content should be followed in the diploma thesis: hierarchical structure and the rule of logical sequence. The former rule forces the necessity to specify the hierarchy of particular fragments of the thesis through marking elements such as: chapter, subchapter, point, and subpoint. The latter rule means that each of the aforementioned parts of the thesis has to be a continuation of the preceding one, and at the same time should provide the basis for the following parts.

12. Diploma theses in undergraduate and graduate programmes differ in the scope of undertaken issues, depth of theoretical analysis, scope and type of source materials, and degree of advancement of research methods applied by the student. Theses in undergraduate programmes solve simple theoretical or practical problems by means of basic methods and tools typical of a given field. Theses in graduate programmes have a more in-depth character – they solve issues in the scope of advanced detailed knowledge by means of specialist methods and tools.

13. A diploma thesis in a programme conducted in the English language is prepared in the language of instruction.

14. A diploma thesis in programmes conducted in the Polish language can be prepared in a foreign language on request of the student submitted to the Vice-Dean in charge of student affairs. The condition for approval is consent of potential supervisors and reviewers.

- a. The application for preparation of the thesis in a language other than English is examined by the Dean College;
- b. A diploma thesis prepared in a foreign language should have the following elements translated into Polish: title of the thesis, placed under the original title, figure and table descriptions, and abstract;
- c. The review of a paper prepared in a foreign language is prepared either in that language or in Polish;
- d. Defence of the diploma thesis that was prepared in a foreign language occurs either in that language or in Polish.

IV. Diploma examination

1. The diploma examination is an oral examination of a closed character. It takes place in front of the Examination Commission in the stationary or remote form, if allowed by the statutory provisions. The Examination Commission is composed of: Dean or Vice-Dean in charge of student affairs, or independent scientific employee selected by the supervisor from the list specified by the Dean College as the chair, as well as the supervisor, and reviewer.
2. On request of the student or paper supervisor, the diploma examination can be conducted in an open manner, according to the rules stipulated by the study regulations of UMCS.
3. The student takes the diploma examination not later than 4 weeks after submission of the diploma thesis at the Dean's Office. The date of the examination is determined by the Dean on request of the supervisor. In the case of programmes covering the preparation of a diploma thesis, the date of the examination is determined on request of the thesis supervisor. If the curriculum stipulates no diploma thesis, the diploma examination takes place:
 - a. by the end of February in programmes ending in the winter semester;
 - b. by 25 September in programmes ending in the summer semester.
4. The condition of admittance to the diploma examination is:
 - a. passing all courses and internships covered by the curriculum
 - b. obtaining a positive assessment of the diploma thesis, if the curriculum stipulates its preparation
 - c. submitting at the Dean's Office of 1 copy of the diploma thesis with all the required attachments.
5. In the diploma examination, the student answers questions asked by the supervisor and reviewer. The questions concern the knowledge and skills in the scope of the studied

major and specialisation, if applicable, and issues related to the diploma thesis prepared by the student. The answer to each question is assessed separately at a scale from 2 to 5. The chair of the Examination Commission also has the right to ask questions.

6. In the confidential part of the examination, taking place with no participation of the student, the Examination Commission determines the following:
 - a. The final grade for the diploma thesis, if the programme curriculum stipulates its presentation – based on grades proposed by the supervisor and reviewer; the grade is rounded up to a full or half-grade.
 - b. Final grade for the diploma examination – based on the student’s answers to particular questions; the final result of the diploma examination is the arithmetic average from grades for particular questions, rounded up to a full or half-grade.
 - c. Final grade for programme graduation based on the average grade from the course of studies, grade for the thesis, and diploma examination, according to the rules stipulated in the study regulations of UMCS.
7. The diploma examination is passed if the arithmetic average of grades for answers to examination questions is at least 3.0, and partial grades include not more than one negative grade.
8. In the case of failing the diploma examination, or unjustified failure to take it on the specified date, the Dean specifies a second date of the examination as the final date. The second examination should take place within one month from the date of the first examination.
9. The Examination Commission is obliged to prepare the examination report together with a record of questions directed to the student and grade awarded for each of the questions. The printed copy of the report with calculated average grade from the programme is prepared by the Dean’s Office.

V. Structure of the diploma thesis

1. The structure of the diploma thesis depends on the character of the prepared study, and on the level of the programme. The recommended structure for particular types of theses is included in Table 1.

Table 1. Structure of diploma theses

Review thesis	Research thesis	Design thesis
Title page List of content Abstract	Title page List of content Abstract	Title page List of content Abstract

1. Introduction 2. Study materials and methods 3. Main body of the thesis 4. Summary and conclusions Bibliography List of tables List of figures List of photographs List of attachments Attachments	1. Introduction 2. Study materials and methods 3. Literature review ¹ 4. Main body of the thesis 5. Summary and conclusions Bibliography List of tables List of figures List of photographs List of attachments Attachments	1. Introduction 2. Study materials and methods 3. Main body of the thesis 4. Summary and conclusions Bibliography List of tables List of figures List of photographs List of attachments Attachments
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Re Title page

The title page has a formalised form and covers: name of school, faculty and major, specialisation, first and last name of author, album number, topic of the thesis (in Polish and English), information on the scientific supervisor of the thesis, Department at which it was prepared, place and year of submission of the thesis (Attachment No. 1).

Re List of content

The list of content includes information on the structure of particular chapters and subchapters. It covers titles of the aforementioned elements with information on the number of pages on which they start. Numbering of chapters employs Arabic numerals (Attachment No. 2). The way of numbering of chapters and subchapters in the list of content must be the same as in the text.

Re abstract

It is an abridged description of the paper (up to 4000 characters) – its objective, obtained results, and applied methods. The version enclosed with the diploma thesis is coherent with the version entered to the electronic system of the Diploma Thesis Archive (APD).

Re Introduction

It covers general information concerning the diploma thesis:

- justification of the topic (e.g. why the discussed topic is interesting, important, and deserving investigation),
- objective of the paper: problem to solve, tasks to implement,

¹ Chapter indicated in the Master's thesis

- temporal and spatial scope of the investigated facts, phenomena, and processes,
- explanation of main terms occurring in the thesis.

Re Study materials and methods

This part includes the following information:

- character and type of used sources,
- applied methods of implementation of tasks (e.g. analysis of literature, document analysis, surveys, field observation and measurements, inventory).

Re Literature review (recommended for diploma theses in graduate programmes)

It covers:

- a review of scientific output related to the primary issue addressed in the thesis,
- presentation of opinions and attitudes to a given topic (quoting different authors and citing them according to Attachment 4).

Re Main body of the thesis

This part is divided into chapters and subchapters (2-4 chapters). A chapter is a complete section that covers one or several detailed issues. The main element of each chapter is text written personally by the student. Its integral part are illustrations: tables, figures, and photographs. All illustrations must be supplemented with a description and information on the source (Attachment No. 3). Each of the types of illustration is numbered separately.

- In review theses, in this part, a given problem is presented along with its analysis based on the literature on the subject.
- In research theses, results of theoretical or empirical research conducted by the student are presented.
- Design theses include the characteristics of the object or area constituting the study subject, and a description of the functioning solutions, as well as presentation of the proposed solution with its complex documentation.

Re Summary and conclusions

Depending on the character of the thesis and level of education, the chapter should include:

- assessment of the degree of implementation of the objective specified in the introduction,
- summary of the observed patterns and general conclusions, interesting facts,

- emphasis of particular facts,
- own judgements, opinions, evaluation of the presented facts, phenomena, and processes,
- summary of the proposed solution to the observed problems.

Re Bibliography

It is a list of all literature items to which the author refers in the paper. The list should be prepared in an alphabetical order, by last name of author. Web addresses should be listed separately (webography). The www address has to be complete, including all its elements. The date of access to the specified website should also be provided. The rules of preparation of the bibliography is presented in Attachment No. 5.

Re List of tables, list of figures, list of photographs

It should include a list of all tables, figures, and photographs if such elements occur in the thesis. The list should specify numbers of all the listed illustrations with their descriptions and information on the numbers of pages on which they are presented.

Separate numbering is applied for tables, figures, and photographs. Specifying the source of illustrations is obligatory (including website addresses).

Re List of attachments

It includes a list of all attachments constituting an integral part of the thesis, with specification of their titles.

Re Attachments

They usually cover:

- numerical materials and illustrations, maps, and plans with a size larger than A4,
- templates of questionnaires developed for the purposes of the thesis,
- selected legal documents, templates of documents, folders, etc.

attachments are numbered by means of Arabic numbers, in the top right corner of the page, e.g. Attachment 2.

VI. Submission of the diploma thesis

The student

1. The student submits the prepared thesis to the scientific supervisor through the system of the Diploma Thesis Archive (APD) in accordance with the procedure stipulated in the Regulation of the Rector No. 57/2015 as of 05.10.2015 with further amendments. The elements introduced by the student to the APD system include:
 - a. Electronic version of the diploma thesis (PDF file),
 - b. Abstract (up to 4000 characters),
 - c. Key words,
 - d. Language of the thesis,
 - e. Attachments.
2. The size of the file containing the diploma thesis cannot exceed 30 MB, and that of attachments in a compressed version (ZIP, TAR.BZ2, 7Z) 10 MB. If the size of the file with attachments exceeds 10 MB, the student does not introduce it to the APD system, but instead they describe the place to which such attachments are submitted (Archive of WNoZiGP).
3. After supervisor's approval of the final version of the thesis, the student prints the thesis from the system, marked with control numbers, in three copies in two-sided print on A4 pages, including attachments. Two of the copies are submitted to the supervisor, and the third one at the Dean's Office of the Faculty of Earth Sciences and Spatial Management.
4. The copy submitted at the Dean's Office should be accompanied by the student's declaration of writing the paper independently pursuant to Attachment No. 1 to the Regulation of the Rector No. 46/2018 of the Rector of the Marie Curie-Skłodowska University in Lublin as of 25 June 2018 amending Regulation No. 57/2015 of the Rector of UMCS as of 5 October 2015 (available at: <https://www.umcs.pl/pl/uchwaly-zarzadzenia-pisma-okolne,2499,zarzadzenie-nr-46-2018-rektora-universytetu-marii-curie-skłodowskiej-w-lublinie-z-dnia-25-czerwca-2018-r-zmieniajace-zarzadzenie-nr-57-2015-rektora-umcs-z-dnia-5-pazdziernika-2015-r-w-sprawie-skladania-i-archiwizacji-prac-dyplomowych-z-wykorzystaniem-systemu-archiwum-prac-dyplomowych-apd-,66508.htm>).
5. Together with the thesis, the student that started education in the year 2018/2019 or earlier submits **four photographs** with dimensions **4.5 x 6.5** cm and **receipt of payment** for the diploma to the amount stipulated in the Regulation of the Rector announced based on the Regulation of the Minister of Science and Higher Education regarding documentation of the course of university education. The payment should be made to an individual account received at the Dean's Office.

6. The diploma thesis together with the complete set of documents should be submitted not later than 7 business days before the date of the diploma examination. In the case of sending the documents by post (remote examination), the date of submission is the date of acceptance of the letter by the Faculty.

The supervisor of the diploma thesis

The supervisor is obliged to perform the following activities in the APD system:

1. Verification of the completeness and correctness of the description of the thesis submitted by the student,
2. Approval of the diploma thesis together with other elements introduced to the system by the student,
3. Performing anti-plagiarism control – before the final approval in the system, according to the Regulation No. 5/2019 of the Rector of the Marie Curie-Skłodowska University in Lublin as of 7 January 2019 regarding control of diploma theses with the application of the Uniform Anti-Plagiarism System,
4. Preparation and introduction of the content of the review within 7 days from the approval of the thesis.

The reviewer

The reviewer is obliged to enter the content of the review to the APD system within 7 days from the moment of its approval by the supervisor in the system.

The Dean's Office

The Dean's Office is obliged to:

1. Introduce to the APD system data regarding the student's thesis stipulated in the relevant regulation of the Rector of UMCS.
2. Verify the completeness of documents submitted by the student for the purpose of defence of the thesis
3. Print the review of the supervisor and reviewer and enclose them with the documentation prepared for the diploma examination.
4. Documentation for the diploma examination is prepared within a term not longer than three business days.

VII. Graduation diploma

1. Within 30 days from passing the diploma examination, the student receives the graduation diploma with two excerpts and a supplement to the diploma, in accordance with the template adopted at UMCS.
2. The final grade for the programme is entered in the diploma, based on the average grade for the programme, grade for the thesis, and grade for the diploma examination, based on the rules stipulated in the study regulations at UMCS.
3. The student can receive an additional **diploma excerpt in English**. Issuing an excerpt in English is subject to a fee to the amount stipulated in the Regulation of the Rector announced based on the Regulation of the Ministry of Science and Higher Education regarding documentation of the course of higher education. It is also required to submit the application to the Dean **within 30 days from the defence of the diploma thesis** along with an **additional photograph**.
4. On request of the student, the supplement to the diploma can include additional information, e.g. on the affiliation with scientific clubs, etc. Such information, confirmed by relevant supervisors, is submitted by the student at the Dean's Office not later than on the day of defence of the diploma thesis.

VIII. Evaluation of the diploma procedure

1. The Dean of the Faculty is responsible for the functioning of the diploma procedure.
2. The diploma procedure is subject to evaluation through the assessment of its functioning by students and academic teachers employed at the Faculty.
3. All assessments and applications regarding particular elements of the diploma procedure are submitted in the written form to the Team in charge of Education Quality.
4. Lack of applications or comments means approval of the binding solutions.
5. Based on information provided by students and employees, at the end of each academic year (September), the Team in charge of Education Quality prepares an assessment of the functioning of the procedure, and presents it to the Dean's College.
6. In the case of a need to correct particular elements of the procedure, the Team in charge of Education Quality prepares applications for the introduction of changes, and submits them for the decision by the Dean's College.
7. The updated diploma procedure is announced immediately after its approval by the Dean College through publishing its content on the website of the Faculty.



MARIE CURIE-SKŁODOWSKA UNIVERSITY IN
LUBLIN

Faculty of Earth Sciences and Spatial Management

Major: **Geography/Tourism and Recreation/Spatial Management/**

Geoinformatics

Specialisation: **Hydrometeorology/Hotel Management/no
specialisation/Landscape Architecture**

Agnieszka Kowalska

Album No.: 102030

**Topic of the diploma thesis
(Polish and English version)**

Thesis (Bachelor or Engineer's, Master's)

Written at the Department (name of Department)

Under the supervision of (title and scientific degree, first and last name of supervisor)

LUBLIN 20XX

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Formatting of the diploma thesis

1. The thesis should have the form of a computer print in format A4, one-sided print.
2. Text written in Microsoft Word, Open Office Writer, or Libre Office Writer, font Times New Roman 12 p., with 1.5 line spacing (number of lines per page – 30 lines, approximately 70 characters each).
3. Left margin 3.5 cm, right margin 2.0 cm, bottom and top 2.5 cm
4. Titles of chapters should be placed on a new page, separated from text with a space of two lines.
 - Titles of subchapters should be separated from text (1.5 line spacing from the top and 1 line spacing on the bottom)
 - The size and type of font of titles of chapters and subchapters should be different, e.g. 16 and 14 p., font Times New Roman bold.
 - Text should be divided into paragraphs including not less than several sentences, occupying not more than half a page. The paragraphs should be indented 1.25 cm.
5. Page numbers should be placed at the bottom of the page in the centre or to the right, with no number on the title page.
6. The grammatical form should be uniform throughout the thesis.
 - passive voice – e.g. was performed, was conducted (recommended form).
 - Active voice – e.g. “the author found, analysed”.

Presentation of illustration material and mathematical equations

1. Tables

Titles of tables – above the table:

- font Times New Roman, 10 p., bold, single line spacing;
- 1.5 line spacing before the title, left- or centre-aligned, depending on the length of the title;
- Numbering separate, subsequent throughout the thesis.

Data sources are specified under the table:

- font Times New Roman, 10 p., *cursive*, single line spacing;
- 1.5 line spacing before, left-aligned.

Formatting of tables:

- font Times New Roman, 10-11 p., single line spacing;

- no empty cells should be left in tables – in the case of lack of data, a conventional character should be used, e.g. “0”, or “not applicable” or “no data”, respectively to the needs.

Example of correct table formatting

Table 1. Protected areas and objects in the Lublin Voivodeship

Form of protection	Number of objects	Area [ha]	% of area of the voivodeship
National park	2	18 240.00	0.70
Nature reserve	82	11 378.00	0.45
Landscape park	17	238 727.00	9.50
Area of protected landscape	17	303 661.00	12.00
Ecological grounds	107	3 119.30	0.12
Environmental-landscape complex	2	632.50	0.03
Documentation site	5	10.40	0.00
Nature monument	1459	0.00	0.00

Source: Own elaboration based on www.lubelskie.pl

2. Figures (maps, diagrams, graphs, charts) and photographs

Titles of figures and photographs – placed under the figure:

- font Times New Roman, 10 p., bold, single line spacing;
- 1.5 line spacing before, left- or centre-aligned depending on the length of the title;
- separate numbering, subsequent throughout the thesis.

Data sources are specified below the table:

- font Times New Roman, 10 p., *cursive*, single line spacing;
- 1.5 line spacing before, left-aligned.

Each map included in the thesis should be accompanied by a linear or numerical scale.

Example of a correctly prepared figure:

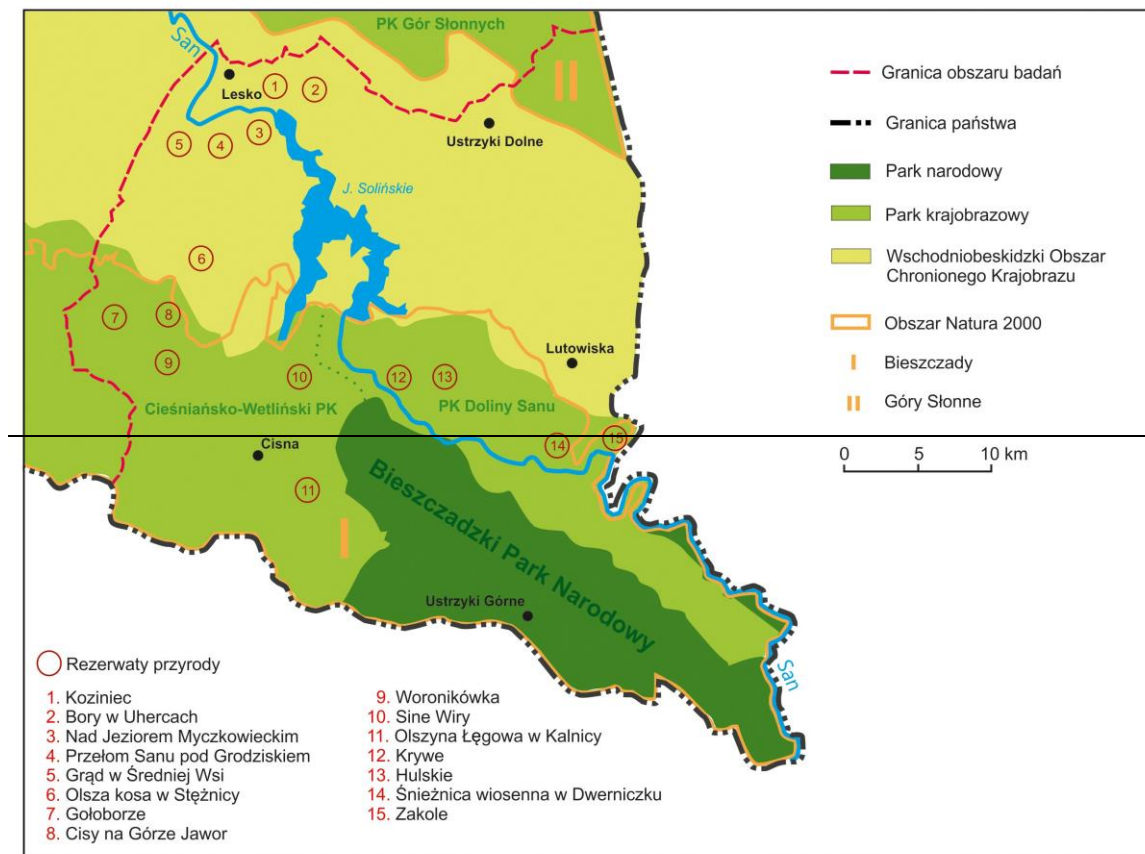


Fig. 1. Protected areas in Bieszczady (own elaboration based on: *Stan środowiska ... 2008*)

If the figure was copied from a specified paper, the description should read:

Fig. 1. Protected areas in Bieszczady (according to: *Stan środowiska ... 2008*)

3. Mathematical equations

- equations should be prepared in the equation editing mode (Insert | Object | MS Equation);
- font Times New Roman, 12 p., cursive;
- equations should be placed in a table with no borders (2 columns, 1 row);
- full width of the table;
 - the left column should include the equation;
 - the right column should include the number of the equation in brackets based on the rule “No. of chapter, No. of equation in chapter”, e.g. (2.1.);
 - right column width with the number of equation should be 2 cm;
- in “equation” object properties, untick option “allow overlap”;
- the equation should be aligned vertically and horizontally in the table field.

Rules of citing literature

1. Literal citation of a statement – usually concerns definitions or specific statements that are worth citing in unchanged form.

Rules:

- the statement is in parenthesis,
- the last name of the author of the statement is provided along with the year of issuing the publication from which the statement was sourced,
- the page number of the cited statement is provided,
- the citation should not be longer than 50 words.

Example A. Citing the entire statement:

In literature on the subject, the term qualified tourism has different semantic capacities. Durydiwka (2006, p. 23) refers to the issue as follows: “In practice, qualified tourism involves the following forms: walking tourism (lowland and mountain), motor tourism (motorcycle and car), water tourism (canoeing, sailing, and motorboat), and underwater tourism.”

Example B. Citing a fragment of a statement – leaving out the beginning and ending of a sentence:

In literature on the subject, the term qualified tourism is defined in different ways. According to Durydiwka (2006, p. 23), “[...] qualified tourism involves the following forms: walking tourism (lowland and mountain), motor tourism (motorcycle and car), water tourism (canoeing, sailing, and motorboat), and underwater tourism.”

Example C. A statement by a given author was sourced not from their original paper, but from a publication of another author:

It is frequently emphasised that windsurfing is not a sport for everyone. “Windsurfing is an offer for people with imagination. A board and a piece of sail is enough for them to conjure a world of great adventure” (Hart 1995, after: Parnicki 2006).

2. Non-literal citing of other author’s definitions, classifications, opinions

Rules:

- the last name of the author is provided along with the year of issuing of the publication from which the statement was sourced, without the page number,
- if the cited fact was stated by several authors, all their last names are provided, in chronological order of publications.

Example A. Given classification occurs in one known publication.

In literature on the subject, the term qualified tourism adopts different semantic capacities. According to Durydiwka (2006), it involves walking tourism, motor tourism, water tourism, and submarine tourism.

Example B. The author expresses the same opinion in more than one publication (the publications were issued in different years).

The space of Polish cities is shaped by a number of factors, environmental and socio-economic, and legal. Their importance currently adopts the following order: value of land, geodesic division, institutional divisions, and forms of social life (Liszewski 1997, 2001).

Example C. The author expresses the same opinion in at least two publications issued in the same year.

Active tourism is enjoying increasing popularity around the globe. It primarily results from its inherent health, educational, pedagogical, and social values (Merski 1999a, 1999b).

Example D. The same opinion is expressed in several publications by different authors.

In the case of Lublin, organisation of urban space is largely determined by specific environmental conditions, particularly land relief (Wilgatowie 1954; Szczepanik 1972; Rodzoś 2002; Kociuba 2004).

3. Citing publications prepared by teams of authors

Rules:

- if the publication from which statements are quoted (in a literal or non-literal way) was written by two people, both names are provided in the text,
- if there are more than two co-authors, only the first last name is provided.

Example A. Publication by two authors

Roztocze is a perfect place for organisation of Green Schools. The greatest advantages of the area include diverse land relief, rich flora and fauna, interesting history, and clean environment (Merski, Kościelniak 2006).

Example B. Publication by three authors

The map of tourist attractions is a spatial image of the distribution of tourist values. Its preparation will permit obtaining the synthetic image of a given area (Kaczmarek et al., 2000).

Notice: in this case, in the bibliography included at the end of the thesis, last names of all authors should be provided.

4. Providing the last name of the author of a given statement in brackets or without brackets

If the focus is on the content of the cited statement, and the specification of the author is of less importance in a given situation, the last name of the author together with the year of issuing of the publication is provided in brackets. In order to emphasise the contribution of a given person in solving a problem, or the author of a statement, the last name is included in the sentence, and only the year of publication is provided in brackets.

Example A: The territory of Lublin covers several different geomorphological regions. These include: the Nałęczów Plateau, the Bełżyce Plateau, and Łuszczów Plateau (Maruszczak 1972). The latter unit is sometimes also called the Świdnik Plateau. Within its area, between the Bystrzyca and Lower Czerniejówka River valleys, a fourth subregion is additionally designated, namely the Giełczew Rise (Kondracki, Richling 2000). This paper adopts the first variant, both in the scope of nomenclature and boundaries of particular units.

Example B: Lublin is located within different geomorphological regions. According to the division by Maruszczak (1972), these include: the Nałęczów Plateau, Bełżyce Plateau, and Łuszczów Plateau. In the physicogeographic division by Kondracki, Richling (2000), the latter of the aforementioned units is called the Świdnik Plateau. Within its area, between the Bystrzyca and Lower Czerniejówka River valleys, a fourth subregion is additionally designated, namely the Giełczew Rise. This paper adopts the division by Maruszczak, both in the scope of nomenclature and boundaries of particular units.

5. Citing information from the Internet

The rules are the same as in the case of classic sources. Only 5 first elements of the website address should be provided in brackets. If the statement is authored (signed with the last name of the author), the last name should be provided first.

Preparation of the bibliography

1. Books by one author.

Żarska B., 2003. *Ochrona krajobrazu*. Wydawnictwa SGGW, Warszawa.

2. Books of teams of authors, with no distinction of authors of particular chapters.

Pawłowska K., Swaryczewska M., 2002. *Ochrona dziedzictwa kulturowego. Zarządzanie i partycypacja społeczna*. Wydawnictwo UJ, Kraków.

3. Books in which particular chapters have their authors, and the entire publication is edited by one or more people – first, provide last name of the author and title of the particular cited chapter, and then last name of the editor, and title of the entire volume.

Matykowski R., 1988. *Badania struktury przestrzennej miast średniej wielkości*. In: T. Czyż (ed.), *Problemy metodologiczne analizy przestrzennej w geografii społeczno-ekonomicznej*. Wydawnictwo Naukowe UAM, Seria Geograficzna, Poznań: 128–156.

Mierzejewska L., 1998. *Podsystem przyrodniczy miasta i jego kształtowanie*. In: J. Parysek, H. Rogacki (eds.), *Przemiany społeczne Polski lat dziewięćdziesiątych*. Wydawnictwo Naukowe Bogucki, Poznań: 197–208.

4. Journals.

Kondracki J., 1960. *Tymczasowy wynik dyskusji nad podziałem regionalnym Polski*. *Czasopismo Geograficzne*, 17, 3, 296–298.

5. Atlases, statistical yearbooks, publications with unspecified authors.

Regionalny Atlas Polski dla gimnazjum, 2000, PPWK, Warszawa.

Raport o stanie środowiska przyrodniczego województwa lubelskiego w roku 2001, 2002, Biblioteka monitoringu środowiska, Lublin.

6. Internet – full address of the website:

In the case of long addresses, only 5 first elements should be specified in body text. The entire address, irrespective of its length, should be included in the bibliography (with specification of the date of access to the given information).

www.mojairlandia.pl/muzyka/muzyka (12.12.2012)

7. Folders with no editors – such as atlases and statistical yearbooks.

If the year of issuing is not specified:

Lubelszczyzna zaprasza, b.r., Wschodni Bank Cukrownictwa, Lublin.

If the title of the folder is long – provide only the first words:

Jak szczęśliwy.... , b.r., Informacja Turystyczna, Lublin.

Citing literature items with incomplete and ambiguous bibliographic data should be avoided.