

Appendix No. 2. Literature – principles of creation a list of literature and bibliographic notes

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The written part should be a study with an estimated volume of 80-120 pages in A4 format, vertically. The number of pages may be increased in justified cases and after agreeing the scope with the thesis supervisor.

Editorial standards

The following formatting methods are recommended:

a) the basic font typeface is: Arial CE (Arial Narrow CE) or Times New Roman CE (the letters CE stand for Central European, i.e. the presence of Polish diacritics) or another similar typeface. Other, simple and legible fonts are also allowed.

Please remember that simple Arial fonts are more "graphic", but so-called fonts are more legible. Times New Roman type serif

b) font size: for the Arial font, we suggest a size of 11 points for the text, 9 points for footnotes or for the Times New Roman font, 12 points for the text, 10 points for footnotes. The font size should be selected according to the appropriate typeface so that it is readable (not too small, but also not too large - a larger font, of course, means less text!)

c) line spacing, i.e. the distance between lines: 1.5 lines

d) spacing before and after the line: 6 or 12 points

e) standard page margins, i.e. left, right, top, bottom 2.5 cm; please remember to include a margin on the left side for binding the work (approx. 0.5-1 cm)

f) pages should be numbered (except for the title page)

Note: the above section uses a line spacing of 1.5 lines and the appropriate fonts are marked.

In the written part, apart from the basic text, there are also elements such as literature, quotations, footnotes, etc. In engineering work, we use a citation system known **as the traditional Oxford Referencing System**, which involves providing bibliographic notes. The main text is linked to the footnotes using references. The footnote contains a basic bibliographic description of the documents from which quotations or information come. Footnotes are placed at the bottom of the page and are separated from the main text with a space¹.

Example:

¹ W. Tatarkiewicz, *Dzieje sześciu pojęć: sztuka, piękno, forma, twórczość, odwórczość, przeżycie estetyczne*, Warszawa 1982, s. 288.

¹ W. Tatarkiewicz, *Dzieje sześciu pojęć: sztuka, piękno, forma, twórczość, odwórczość, przeżycie estetyczne*, Warszawa 1982, s. 288.

Bibliography - in another sense, it is an ordered list of documents according to certain criteria, fulfilling specific information tasks (in practice, often used simultaneously).

Subject literature – list of works used in the study. A bibliographic list of items relating to the topic of the developed issue, usually placed at the end of the study. A list of works on related topics, but it does not necessarily mean that the given items were used in the work. The concept of subject literature is broader than the concept of bibliography. The recommended number of references in a master's thesis is at least 20 items.

A quotation – is a literal quotation of words taken from a written text or someone's oral statement; quotations are marked with "quotation marks". Be sure to avoid excessively long quotes; usually, their length should not be more than a few lines at a time. Please remember that each quoted thought or statement (or fragment of another written text) should be clearly marked with its source (in a footnote)! Quoting other works without specifying their origin is a crime!

Footnotes – marked with links located at the end of the chapter (or most often) at the bottom of the page² (look at the bottom of the page!). The purpose of the footnote is:

- **indication of the sources** used by the author when writing the work / the so-called bibliographic footnote/

(e.g. G. Piątek, Lecture Center of the Poznań University of Technology, *Architektura-murator*, No. 09/2005, pp. 41-49.)

- showing **the source of the quote** that the author quotes in the work (indicating a specific page)

(e.g. G. Piątek, Lecture Center of the Poznań University of Technology, *Architektura-murator*, No. 09/2005, p. 41)

- footnotes may contain **additional background information**³

(e.g. The described design variant is known from two sources. The first one is *Poznań. Przewodnik po mieście*, Poznań 1949, p. 54, the second one is the perspectives of the competition design)

- may contain additional comments, explanations, polemics⁴

(e.g. the rooms in the building were rented by, among others, PKO BP, Craftsmen's Clothing and Haberdashery Cooperative "Dąbrówka", Foreign Trade and Technical and Commercial Information Enterprise "Intrex", Foreign Trade Centrala "Agros" and Multi-Branch Enterprise "Polstar")

² Footnote.

³ The described design variant is known from two sources. The first one is *Poznań. Przewodnik po mieście*, Poznań 1949, p. 54, the second one is the perspectives of the competition design.

⁴ The rooms in the building were rented by, among others, PKO BP, Craftsmen's Clothing and Haberdashery Cooperative "Dąbrówka", Foreign Trade and Technical and Commercial Information Enterprise "Intrex", Foreign Trade Centrala "Agros" and Multi-Branch Enterprise "Polstar").

Rules for quoting and footnotes

As mentioned, in engineering work we use the traditional citation style, i.e. the so-called "Oxford". This style involves introducing numerical references into the main text in superscript, which correspond to a footnote marked in the same way. The source footnote contains information about the cited publication, described in accordance with the presented scheme.

Citation and footnotes for printed texts (basic rules):

single-author publication

- mentioned for the first time:
E. Rewers, *Post-polis. Wstęp do filozofii ponowoczesnego miasta*, Kraków 2005, s. 32-34.
- referred to once again in subsequent parts of the text:
E. Rewers, *op. cit.*, s. 32-34.
- referenced directly after the first or subsequent citation:
ibidem, s.5

multi-author publication

- mentioned for the first time:
S.Barbacki, Z. Borny, E. Matusiewicz, *Dzieje akademickich studiów rolniczych i leśnych w Poznaniu 1919-1969*, Poznań 1970, s.67
- referred to once again in subsequent parts of the text:
S.Barbacki, Z. Borny, E. Matusiewicz, *op. cit.*, s.32-35

multi-editor publication

- mentioned for the first time:
G. Klause, *Wybrane problemy ochrony zabytków początku XX wieku i odbudowa Poznania po II wojnie światowej*, [w:] T. Jakimowicz (red.), *Architektura i urbanistyka Poznania XX wieku*, Poznań 2005, s.189
- referred to once again in subsequent parts of the text:
G. Klause, *Wybrane problemy ...*, [w:] *op. cit.*, s.189

magazine/newspaper article

- mentioned for the first time:
G. Kodym-Kozaczko, *Planowanie urbanistyczne w Poznaniu w latach 1900-1990, a teorie budowy miast od końca XIX wieku*, *Kwartalnik Architektury i Urbanistyki*, nr 1-4/2007, s.69
- referred to once again in subsequent parts of the text:
G. Kodym-Kozaczko, *op. cit.*, s.69

unpublished material

- mentioned for the first time:
Galkowski A., O architekturze nowoczesnego szpitala, Poznań 1971, maszynopis (lub artykuł niepublikowany), s.4
- referred to once again in subsequent parts of the text:
Galkowski A., op. cit., s.4

archival document

- mentioned for the first time:
L. Wejchert, Opis do planu porządkowania ośrodka staromiejskiego, Archiwum MKZ, sygn. 1240, Poznań 1961 (maszynopis)
- referred to once again in subsequent parts of the text:
L. Wejchert, sygn. 1240, s.12

legal document/orders

Resolution No. 364 of the Council of Ministers of August 20, 1959 on the approval of design standards for residential construction, (Monitor Polski, 1959, No. 81, item 422.)

or

Copyright Act of February 4, 1994 (Journal of Laws 1994, No. 24, item 83, consolidated text: Journal of Laws 2006, No. 90, item 631)

Citation and footnotes for electronic sources

CD-ROM

- mentioned for the first time:
E. Rewers, Post-polis. Wstęp do filozofii ponowoczesnego miasta, Kraków 2005, CD-ROM, s. 32-34.
- referred to once again in subsequent parts of the text:
E. Rewers, op. cit, s. 32-34.

electronic sources (internetography)

Information sourced from the Internet requires two additional pieces of information: the access path and the access date. You must also provide the full address through which the document or illustration was accessed, e.g. <http://> or <ftp://> full path. Do not use hypertext and always include the date of access.

http://pl.wikipedia.org/wiki/Jerzy_Gurawski (access: 19.11.2008)

or

<http://kpsc.umk.pl/dlibra/doccontent?id=29400&dirids=1> (A.Majdowski, 2007, Stylistyka powojennych kościołów w Polsce) (access: 10.10.2008).

Basic forms and shortcuts

- ibidem** used in a footnote so as not to indicate the entire title once referenced
- vide** indicates a direct reference to some source or view
- cf..** short for *confer*, indicates the need to refer (compare) a fragment of a work to another source or view
- op. cit.** short of opus citatum (a cited work) or opere citato (in a cited work), replaces the need to indicate the entire title of the work previously cited in the footnote, with the exception of the page, e.g. op. cit., p. 51.

Literature (list of literature, bibliographic list)

It is prepared at the end of the work. It contains all items listed and used in the work in alphabetical order (by surname), divided into books (compact publications), articles, Internet sources and legal acts.

books

Borowik A., Nowe Katowice: forma i ideologia polskiej architektury powojennej na przykładzie Katowic (1945-1980), Warszawa 2019

Cymer A., Architektura w Polsce 1945-1989, Warszawa 2019

Czarnecki W., To był też mój Poznań, opr. Janusz Dembski, Wydawnictwo Poznańskie, Poznań 1987

Grzeszczuk-Brendel H., Kodym-Kozaczko G., Klause G., Marciniak P., Prolegomena do ochrony obiektów architektonicznych i zespołów urbanistycznych Poznania XX wieku, Poznań 2009

Friedrich J. 2014, Odbudowa Głównego Miasta w Gdańsku w latach 1945- 1960, Gdańsk

Marciniak P., 2010, Doświadczenia modernizmu. Architektura i urbanistyka Poznania w czasach PRL, Poznań

magazines/newspapers

Bugalski Łukasz, Kwestia odbudowy zabytkowych zespołów staromiejskich na Ziemiach Odzyskanych, Przegląd Zachodni, Nr 3/2014, p. 34-56

Kobylarczyk Justyna, Kuśnierz-Krupa Dominika, Ivashko Yulia, Savelieva Larisa, Sposoby rewitalizacji historycznych obiektów przemysłowych – doświadczenia międzynarodowe, Wiadomości Konserwatorskie (Journal of Heritage Conservation), Nr 62/2020, p. 97-103

Węclawowicz-Gyurkovich Ewa. Wyburzać czy zachować dla przyszłości, Wiadomości Konserwatorskie (Journal of Heritage Conservation), Nr 62/2020, p. 85-96

Internet sources

<https://www.statista.com/statistics/262747/worldwide-automobile-production-since-2000/> [access: 10.10.2022]

Nytko M., Bezpośrednie inwestycje zagraniczne jako stymulanta rozwoju gospodarczego Polski, [http://nytko.eu/publikacje/17_bezpośrednie_inwestycje_zagraniczne_jako_stymulanta_rozwoju_gospodarczego_polski.pdf](http://nytko.eu/publikacje/17_bezpo%C5%9brednie_inwestycje_zagraniczne_jako_stymulanta_rozwoju_gospodarczego_polski.pdf) [access: 28.02.2024]

legal acts

Local development plan "Wilczak-Czapla" in Poznań, Resolution No. LVIII/758/V/2009 of the Poznań City Council of July 7, 2009.

Act of July 7, 1994 Construction Law (Journal of Laws 1994, No. 89, item 414, as amended)

Regulation of the Minister of Infrastructure of April 12, 2002 on the technical conditions to be met by buildings and their location (Journal of Laws of 2002, item 690, as amended)