

SNM PJATK - BA/MA academic paper requirements and referencing style

1. The diploma thesis should have a hard cover in a muted color: navy blue, black, maroon, or dark green. The body of the work can be printed on both sides or on one side - this decision is up to the student.
2. The diploma thesis is made up of:
 - a) two title pages, one in English and one in Polish, prepared according to a set template (see attachments)
 - b) a summary (abstract) of the work in Polish and English (max. 1000 characters), including keywords - min. 3 (see example cover page)
 - c) table of contents generated from chapter headings and subsections in the text; please note that headings in the table of contents should match exactly the headings used in the text
 - d) list of abbreviations (if needed)
 - e) introduction
 - f) chapters and subsections - in the diploma thesis, chapters and subsections should be numbered and properly marked (please note that we don't use full stops after the titles of chapters and subsections):
 - Example:
1. Chapter 1
1.1. Subsection
1.1.1. Subsection
2. Chapter 2
 - g) list of tables
 - h) list of illustrations
 - i) bibliography
3.

BA thesis: minimum 45,000 characters (with spaces). This is at least 25 pages of standard typescript (25 x 1,800 characters with spaces, which is 45,000 characters)

MA thesis: minimum 72,000 characters (including spaces) 40 pages of standard typescript
4. **Text:** font 12 points, space from 1.5 to 2; justified text, footnotes 10pt. (please note that graphic design students can prepare the paper in an alternative format after consultation with their supervisor)
5. Pages should be numbered
6. Referencing style used for the theoretical paper is **Chicago 17.**

7. Use British English as the language of your paper.

Accurate documentation in your thesis is also a reflection of academic honesty. Plagiarism in the thesis – in any form – is strictly forbidden.

Chicago 17 referencing style details

The following examples illustrate the notes and bibliography system. Sample notes show full citations followed by shortened citations for the same sources. Sample bibliography entries follow the notes.

Book

Footnote:

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened note:

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

Bibliography entries (in alphabetical order) :

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Translated book

Footnote:

1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

Shortened note:

2. Lahiri, *In Other Words*, 184.

Bibliography entry:

Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

Online material

Titles of websites should follow headline-style capitalisation and are usually set in roman. There are, however, some exceptions: titles of blogs are set in italics and titles of books, journals, television shows, movies, and other types of works should be treated the same whether cited as a print version or an online version. For example, when citing the website of the television news station *CNN*, the title maintains italics. Furthermore, in cases such as this, when a website does not have a distinctive title, it can be cited based on the entity responsible for the website, for instance, *CNN* online.

When a web page's author cannot be determined, simply list the title first. Note, however, that

entries for sources *without* authors come **before** entries for sources *with* authors in the bibliography.

Footnote:

1. First name Last name, "Title of Web Page," Publishing Organization or Name of Website in Roman, publication date and/or access date if available, URL.

Corresponding Bibliographical Entry:

Last name, First name. "Title of Web Page." Publishing Organization or Name of Website in Roman. Publication date and/or access date if available. URL.

Electronic Books and Books Consulted Online

Electronic books are cited exactly as their print counterparts with the addition of a media marker at the end of the citation: Kindle, PDF, EPUB, etc. Books consulted online are also cited exactly as their print counterparts with the addition of a DOI (or URL) at the end of the citation. See also Books.

Note: Stable page numbers are not always available in electronic formats; therefore, you may include the number of chapter, section, or other easily recognisable locator instead.

Weston, Anthony. *A Rulebook for Arguments*, 4th ed. Indianapolis: Hackett, 2010.

Kindle. *Footnote:*

1. Donald Davidson, *Essays on Actions and Events* (Oxford: Clarendon, 2001), <https://bibliotecamathom.files.wordpress.com/2012/10/essays-on-actions-and-events.pdf>.

Shortened note:

2. Davidson, *Essays on Actions and Events*.

Corresponding Bibliographical Entry:

Davidson, Donald, *Essays on Actions and Events*. Oxford: Clarendon, 2001. <https://bibliotecamathom.files.wordpress.com/2012/10/essays-on-actions-and-events.pdf>.

Online Periodicals (Journal, Magazine, and Newspaper Articles)

Online periodicals are cited exactly as their print counterparts with the addition of a DOI or URL at the end of the citation.

For four or more authors (in a book), list the first author in the note followed by et al. For the corresponding bibliographic entry, list all authors (up to 10).

Footnote (N):

1. Susan Satterfield, "Livy and the Pax Deum," *Classical Philology* 111, no. 2 (April 2016): 170. 2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.

3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

Shortened note:

4. Satterfield, "Livy," 172–73.

5. Keng, Lin, and Orazem, "Expanding College Access," 23.

6. LaSalle, "Conundrum," 101.

Bibliography entries (in alphabetical order)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

Satterfield, Susan. "Livy and the Pax Deum." *Classical Philolog* 111, no. 2 (April 2016): 165–76.

Web Page with Known Author and Date

Footnote:

7. Richard G. Heck, Jr., "About the Philosophical Gourmet Report" last modified August 5, 2016, <http://rgheck.frege.org/philosophy/aboutpgr.php>.

Shortened note:

8. Heck, "About the Philosophical Gourmet Report".

Corresponding Bibliographical Entry:

Heck, Jr., Richard G. "About the Philosophical Gourmet Report." Last modified August 5, 2016. <http://rgheck.frege.org/philosophy/aboutpgr.php>.

Web Page with Known Date but without Known Author

Footnote:

8. "Illinois Governor Wants to 'Fumigate' State's Government," *CNN* online, last modified January 30, 2009, <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

Shortened note:

8. "Illinois Governor Wants to 'Fumigate' State's Government."

Corresponding Bibliographical Entry:

"Illinois Governor Wants to 'Fumigate' State's Government." *CNN* online. Last modified January 30, 2009. <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

Web Page with Unknown Publication Date and Author N:

Footnote:

9. "Band," Casa de Calexico, accessed October 27, 2017, <http://www.casadecalexico.com/band>.

Shortened note:

8. "Band."

Corresponding Bibliographical Entry:

"Band." Casa de Calexico. Accessed October 27, 2017. <http://www.casadecalexico.com/band>.

Referencing Chat GPT

Generative AI is a type of "third-party assistance" (like getting someone else to write your assignment for you, even a friend or family member). Therefore, submitting AI-generated material as your own original work without appropriate acknowledgement and contrary to any direction by teaching staff may be considered a form of plagiarism, and may constitute academic misconduct. If you are unsure, check how you should be using AI in each of your assessments with your teacher – what you are allowed to do, and what you are not allowed to do.

In Chicago Referencing (17th ed.), you shouldn't include ChatGPT in your Reference List. However, you should mention it in your text AND add a footnote.

e.g. "The following guidelines were generated by ChatGPT2"

Long Footnote:

2. Text generated by ChatGPT, April 28, 2023, Open AI,

<https://chat.openai.com/chat> **NOTE: If you have edited the AI-generated text, say**

so.

e.g.

2. Text generated by ChatGPT, April 28, 2023, Open AI, <https://chat.openai.com/chat>. Edited for Style and Content

Citing an image

Referencing Images & Tables

When referencing images & tables that you have inserted in your thesis, use the word **Figure** to refer to all images including Photographs, Paintings, Drawings, Charts, Diagrams, Graphs. Tables are separate and should be labelled with the word **Table**. All these items should be placed as closely after the first place where they are referenced in the text of your work. All figures and tables require a short caption. They should be numbered sequentially in arabic numerals.

A longer caption for each figure or table also needs to be included in a List of Illustrations.

Theses and Dissertations would definitely require a List of Illustrations.

Use:

Short Caption (underneath the figure or table)

Figure 1. Turtle sanctuary (Photo by author).

Table 1. Fatigue amongst architects (Table by author)

Long Caption (to include in your List of Illustrations or List of Tables).

Figure 1. Turtle sanctuary. By Author.

Table 1. Fatigue amongst architects. By Author.

Someone else's image or table:

Place a caption under the work The basic format of a **Short Caption** to go under is:

Figure 1. Description of image/figure as it relates to your work. OR Table 1. Description of table as it relates to your work.

The basic format for a **Long Caption** to go in a List of Illustrations is:

Fig 1. Description of image/figure as it relates to your work. Format by Creator Name, "Original Title," in/from Author, *Title of Source* (publication details), page number, original figure/table number. Copyright permission details), page number, original figure/table number. Copyright permission information if necessary.)

Note: If the Creator/Photographer name is not given or clear, there is no different original title of the image, or the original source does not have a table or figure number, these can be omitted).
Image/Table taken from a print book

Short Caption (underneath the figure or table)

Figure 2. Model of Steven Holl's unbuilt entry to the Palazzo del Cinema competition, Venice, Italy, 1990.

Long Caption (to include in your List of Illustrations or List of Tables)

For additional information on Chicago referencing style please see:

https://www.chicagomanualofstyle.org/tools_citationguide.html

<https://guides.unitec.ac.nz/chicagoreferencing/images>

Remember you can always consult the referencing style with your teacher they will be able to guide you.