

EDITORIAL REQUIREMENTS FOR YOUR DOCTORAL DISSERTATION

Title page layout should be prepared in accordance with Annex No. 1 (d) to the Regulation by the Rector No. R-0201-32/2020, regarding the principles of placing doctoral dissertations within the digital resources of the Main Library of the Krakow University of Economics, and the rules for making them available to interested parties.

The aforementioned Regulation by the Rector, along with the relevant Annex, are available from the website at the link below :

<https://uek.krakow.pl/informacje-prawne/akty-prawne/zarzadzenia-rektora/od-2020-roku>

The table of contents

The table of contents layout must comply with editorial requirements, with **items in the table of contents** formatted as follows: a 12-point font size, text with left alignment, line spacing of 1.5, with 3-point spacing before and after the paragraph. Leading characters (in the form of dots:) should be introduced between the text and the page number. It is the best solution to insert the table of contents automatically from the text editor program, and then format it in accordance with the editorial requirements.

Example: Introduction 1. THE ROLE OF QUALITY IN THE PRODUCT MANAGEMENT
PROCESS 1. The essence of quality

Bibliography (references) and source notes

Bibliography (references) and source notes. Bibliographic descriptions and source notes should be provided in a uniform, consistent format, applying one notation method throughout, selected from among those that are commonly recommended, including:

- ✓ the Harvard system (author + date + page),
- ✓ the numerical system (MLA - Modern Language Association),
- ✓ the traditional (classic) format,
- ✓ the APA style.

Text editing requirements

Text editing requirements: The work should be prepared according to the following editorial rules.

1. The text needs to be typed up using a text editor program, in the **Times New Roman** font.
2. **Mirror margins.** In the classic version, the margins should be set as follows: top 2.5 cm, bottom 2.5 cm, inner 3 cm, outer 2.5 cm. In the short version: top 1 cm, bottom 1 cm, inner 1.5 cm, outer 1 cm. Header and footer 1.25 cm.
3. The table of contents, with **page numbers** provided, should be placed **immediately after the title page.**
4. Items in the table of contents should have a **font size of 12 points.** They should be aligned to the left, with single line spacing, and a 3-point spacing before and after the paragraphs. The page number should be given in the outer margin. Leading dots should be introduced between the text and the page number.
5. The figures and the tables included in the text cannot be set outside the page boundaries, as designated by the margins. They must be legible and transparent.

Text editing requirements

6. Each object such as a drawing (a figure), a table, or a formula must come with its **source quoted**.
7. Page numbering should be added in the **upper right corner**, in a font size of 12 points.
8. Titles (captions) of the **figures** should be placed immediately **under the figure**.
9. Figure captions (titles) should be preceded by the abbreviation **“Fig.”** with a number consisting of the **chapter number** and the subsequent number of the figure in the given chapter (e.g. Fig. 2.3. means that it is in chapter 2, the third figure in that chapter), and aligned to the centre or to the left edge of the drawing. The **source** of the figure should be given under the figure’s caption, preceded by the word **“Source”**. If the caption under the figure does not fit within one line, then the second line of the text must be indented, so that it begins exactly where the text in the first line began.
10. The **title of the table** should be preceded by the word **“Table”** with the number that is constructed in the same way as in the numbering of figures. The title should be placed immediately **above the table**. The source of the table should be given below the table, preceded by the word **“Source”**. If the table’s title does not fit within one line, then the second line of the text must be indented, so that it begins exactly where the text in the first began.

Text editing requirements

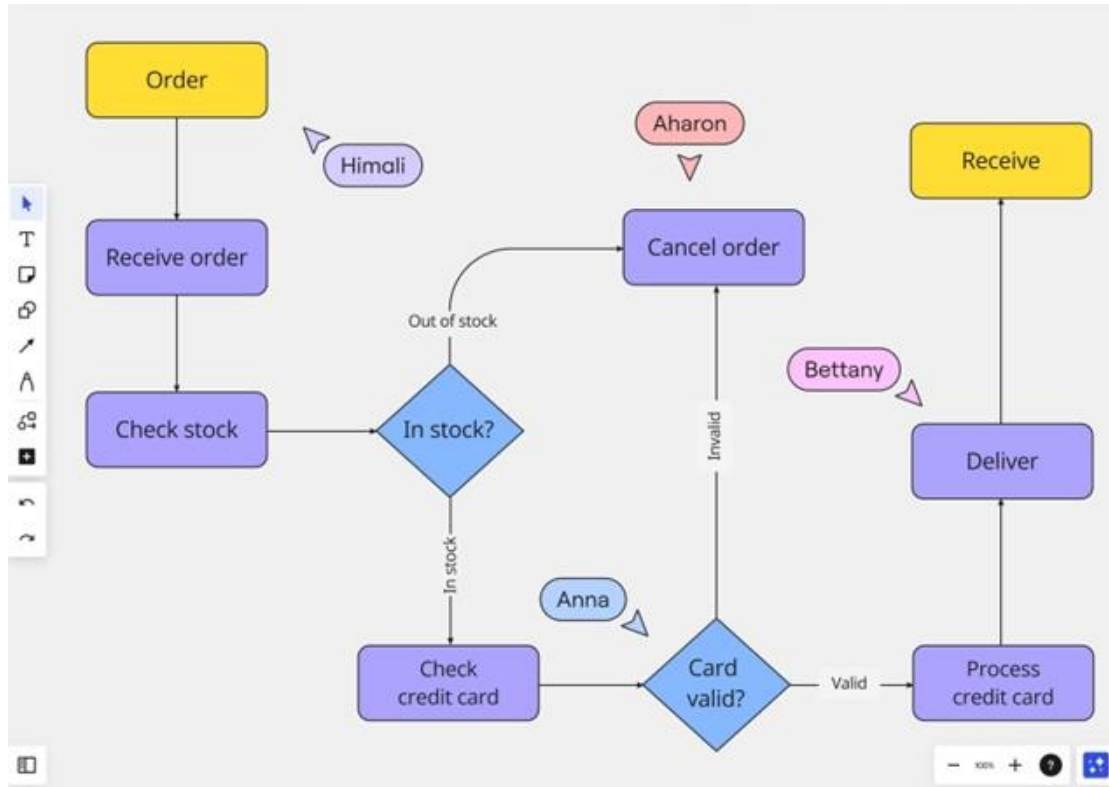


Fig. 2. Block diagram

Text editing requirements

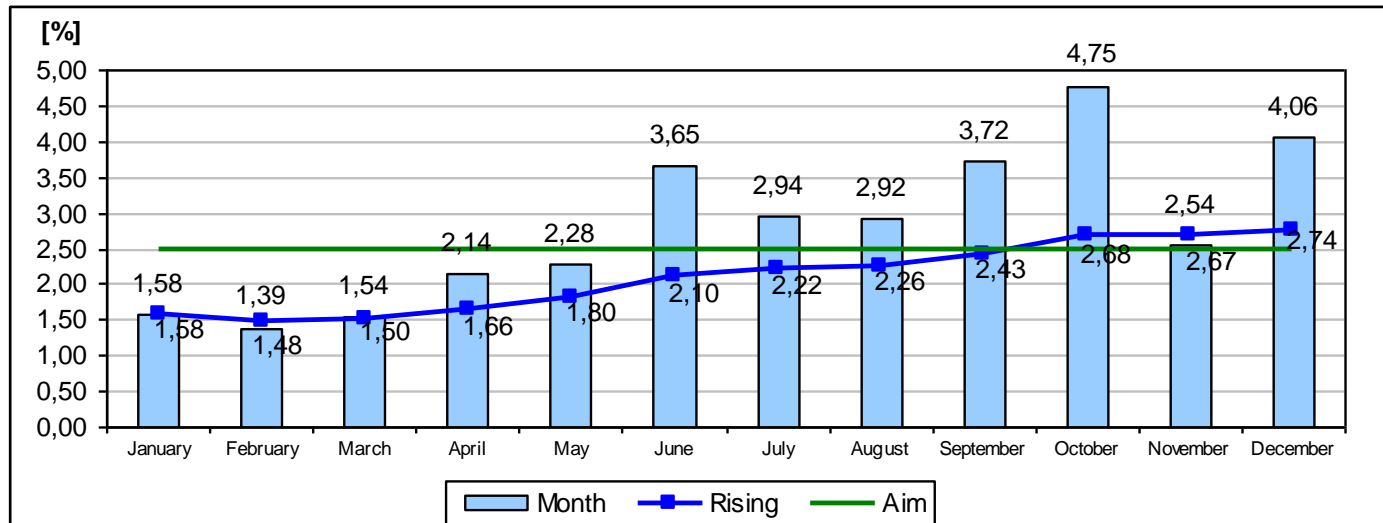


Fig. 1. The rate value „internal inconsistencies” in 2024

Text editing requirements

10. The **title of the table** should be preceded by the word “Table” with the number that is constructed in the same way as in the numbering of figures. The title should be placed immediately **above the table**. The source of the table should be given below the table, preceded by the word “Source”. If the table’s title does not fit within one line, then the second line of the text must be indented, so that it begins exactly where the text in the first began.

11. If a **student develops the given figure or table on his/her own**, then the source must be provided in the following manner: “Source: own elaboration” or “own elaboration based on...”

12. **Formulas** should be aligned to the centre and numbered near the right margin of the page. The **numbering** of the formulas throughout the work is continuous.

Example: $z^2 = x^2 + y^2$ (1)

13. For the formulas, source may be given in a **footnote**.

14. Footnotes should be placed at the bottom of the page, and they must have **continuous numbering throughout the work**. Footnote font size should be 10 points.

Text editing requirements

15. **Title of chapter (level 1 title)** should have a font size of 16 points, aligned to the left, in bold, written in capital letters, with 12-point spacing before and after the paragraph. Numbering of the first level chapters should follow the pattern of: 1, 2, ...
16. **Title of subchapter (level 2 title)** should have a font size of 14 points, aligned to the left, in bold, with 12-point spacing before and after the paragraph. Numbering of level 2 subchapters should follow the pattern of: 2.1., 2.2., 2.3.,
17. **Title of subchapter (level 3 title)** should have a font size of 12 points, aligned to the left, in bold, with 12-point spacing before and after the paragraph. Numbering of level 3 subchapters should follow the pattern of: 2.1.1., 2.1.2., 2.1.3., ...
18. **Main text** should have a font size of 12 points, aligned, with line spacing of 1.5 lines, and paragraph (first line indentation) of 1.25 cm. Hyphenation should be enforced in the text.
19. **Table titles** should have a font size of 12 points, aligned to the left edge of the table, with single spacing between the lines, and a 6-point spacing after the paragraph.
20. **Captions under the figures** should have a font size of 12 points, aligned to the centre or to the left edge of the figure, with single line spacing, and 6-point spacing after the paragraph.

Text editing requirements

21. **Source** should have a font size of 11 points, aligned to the centre like the figure or the table it concerns, in italics, with single line spacing, and 6-point spacing before and after the paragraph.
22. **Bullets or numbering** must of **one type for the given level**, consistently used throughout the work, for example:
 - (first level of bullets)
 - (second level of bullets)
23. Items listed in bullets or numbering should be in font size of 12 points, with text aligned, and line spacing of 1.5 lines.
24. **Items in the list of references** should be in a font size of 12 points, with text aligned, and single line spacing.
25. **Items in lists of tables, figures, and attachments** should be in a font size of 12 points, text aligned, with single line spacing.
26. For the **list of figures and tables**, rules the same as those for creating tables of contents should be applied. Page number should be given in the right margin. Leading dots should be used between the text and the page number.
27. **There cannot be any gaps i.e. empty spaces** left in the text.
28. **Main chapters** (of the first level) must always start on a new page.
29. Attachments (annexes) must be **numbered**.