

## **GUIDELINES FOR WRITING DIPLOMA DISSERTATION WHICH ARE IN FORCE AT THE JAGIELLONIAN UNIVERSITY FACULTY OF BIOCHEMISTRY, BIOPHYSICS AND BIOTECHNOLOGY**

### **The volume of the dissertation, font type, margins, chapters**

1. The dissertation should have 50 pages at the maximum, excluding subsections j-m quoted below.
2. Right, upper and lower margins should be set at 2.5 cm; the left one should be set at 3.5 cm (including 1 cm for binding).
3. Line spacing should be set at 1.5 and Times New Roman 12 pt should be used (or a different font type of a corresponding size).
4. Illustration headings, buffer solution content, measurements and other similar pieces of information, including bibliography should be set in Times New Roman 10 pt (or a different font type of a corresponding size).
5. Diploma dissertation based on a set of experiments should consist of:
  - a. Contents
  - b. List of abbreviations
  - c. Summary
  - d. Introduction
  - e. The dissertation objective
  - f. Materials and methods
  - g. Results
  - h. Discussion (in some cases, upon consulting the dissertation supervisor, the “Results” chapter can be combined with the “Discussion” one)
  - i. Summary and final conclusions
  - j. Acknowledgments (non-obligatory)
  - k. A list of Internet resources and computer programs used to prepare the dissertation
  - l. Bibliography
  - m. Appendices (non-obligatory)

### **Information that should be included on page one**

1. Affiliation: Jagiellonian University in Kraków, Faculty of Biochemistry, Biophysics and Biotechnology. If the author intends to place the Jagiellonian University coat of arms on the first pages, it should conform to the Jagiellonian University System of Visual Identification (the graphic file can be downloaded from: <https://promocja.uj.edu.pl/system-identyfikacji-wizualnej>)
2. The author first and second name
3. The title of the dissertation
4. The type of the dissertation and the field of study (for instance, Diploma dissertation in Biochemistry)
5. The first and the second name of the dissertation supervisor (affiliated with the Jagiellonian University Faculty of Biochemistry, Biophysics and Biotechnology)
6. The institution the dissertation was prepared at.
7. If the dissertation based on a set of experiments was prepared outside the Faculty – the first and the second name of the academic supervisor who supervised the experiments.
8. When and where the dissertation was written.

### **How to cite articles, books and Internet resources**

It is possible to choose one of the two available guidelines for citation:

- A. Citations are numbered sequentially, following their appearance in the dissertation; the first citation is number 1. The list of bibliographical sources includes all citations starting with 1 and ending with the last one. The reference number should be quoted in square brackets and should follow information which it refers to, for instance: “The first two proteins whose primary structure was discovered, was ribonuclease [54] and insulin [55]”. In the case of citing two references related to the same information, the reference number should look like this [21, 22] and if there are more than two references, like this [9-12] or like this [1, 3, 5-8].

- B. The citation in the text itself should be followed by the name(s) of the author(s) without the first name(s) initial(s) and the year of publication. In the case of one author: (Smith, 2005), in the case of two authors: (Smith and Brown, 2006), in the case of more authors than two (Smith *et al.*, 2007). In the case of citing two works by the same author published in the same year, the works should be marked with a letter: (Smith, 2006a), (Smith, 2006b). When using this method, the sequence of works in the list of bibliographical references corresponds to the alphabetical sequence of the names of first authors of cited works.

No matter which method is used:

1. When citing several references to the same information their sequence should reflect the chronological order of the works (the researcher who made a discovery should be mentioned first, then the scientist who confirmed it).
2. Bibliography should include all authors of the cited work. Only exceptionally (several dozen authors), the list may include a few first authors.
3. The title of the article should be cited in full.
4. Generally accepted abbreviations of journal titles should be used. The list of such abbreviations can be found at: [https://images.webofknowledge.com/images/help/WOS/M\\_abrvjt.html](https://images.webofknowledge.com/images/help/WOS/M_abrvjt.html)
5. If the cited journal is not on the Master Journal List then a full name of the source should be provided.
6. When preparing a list of references, one, uniform style should be adopted (font type, punctuation, sequence of information provided). It should be remembered that an article published in a journal is cited in a different way than a chapter in a book.

Below there are two, out of many, possible styles:

#### **A. Style ONE**

*Article*

1. King BF, Love JA, Szurszewski JH. Intracellular recordings from pancreatic ganglia of the cat. *Am J Physiol* 1989; 418: 379-404.

*Chapter in a book*

2. Creutzfeldt W. Endocrine tumors of the pancreas. In: The Diabetic Pancreas, BW Volk, KF Mellmann (eds.). New York, Plenum Medical, 1977, pp. 551-590.

#### **B. Style TWO**

*Article*

Murray HW, Nathan CF (1999) Macrophage microbicidal mechanisms in vivo: reactive nitrogen versus oxygen intermediates in the killing of intracellular visceral *Leishmania donovani*. *J Exp Med* **189**: 741-746.

*Chapter in a book*

Arribas J, Ruiz-Paz S (2005) ADAM17. Regulation of ectodomain shedding. In N. M. Hooper (ed.) *The ADAM Family of Proteases*, 171-197. Publisher: Springer, New York.

If it is impossible to cite the article containing the original information it is possible to cite a review work, which refers to that information.

*Example:*

“In 1930 John Smith observed this unusual phenomenon [after 17].”

In this case, the review work on John Smith’s observations will be included in the list of bibliographical references in position 17.

When citing Internet sources one should follow the norm PN-ISO 690-2:1999 Information and documentation – Bibliographical notes. When citing an article from a journal the following information should be provided: the article author(s), its title, the title of the journal, storage medium,

edition, issue label, revision date, access date, placement within the original document, normalized issue.

*Example:*

Fong S, King F, Shtivelman E. CC3/TIP30 affects DNA damage repair. *BMC Cell Biology* [online], **11**:23, 7 April 2010, (access 12 April 2010). Available at: <http://www.biomedcentral.com/1471-2121/11/23>, doi:10.1186/1471-2121-11-23.

Below there is a sample citation when the information source is an encyclopedic entry.

*Example*

Encyclopedia Britannica, s.v. “James Watson”, <http://www.britannica.com/> (access 12 April, 2010).

Internet sites with data bases or programs provide information on what to cite when the results are obtained with the help of those data bases or programs. Information on the most current publications on many popular data bases or updated links to their WWW sites can be found on the SRS site (<http://srs.abi.ac.uk>) under Databanks section.

*Example*

“There are 61 tryptophan residues in the human GW182 protein sequence (information taken from the Q8NDV7 record of the UniProtKB data base.”

In the “List of used Internet resources and computer programs” the following information should be provided:

UniProtKB – knowledgebase for the collection of functional information on proteins (UniProt Consortium, 2010). Available at: <http://www.uniprot.org> (UniProt Consortium, 2010) or [relevant number] depending on the adopted rule of citing.

Bibliography should include the cited publication:

UniProt Consortium, The Universal Protein Resource (UniProt) in 2010. *Nucleic Acids Res* 2010; 38:D142-8.

If in the process of the dissertation preparation any programs available on the Internet were used, this should be acknowledged in the following way:

*Example*

“Starters were designed using the Primer3 program”

In the “List of used Internet resources and computer programs” the information on the program , the biographical reference and the URL should be provided:

Primer3 – made to design starters, version v0.4.0 (Rozen *at al.*, 2000) or [relevant number], depending on the citation method adopted. Available at: <http://frodo.wi.mit.edu/primer3/>.

Bibliography should include the publication:

Rozen S, Skaletsky H. Primer3 on the WWW for general users and for biologist programmers. *Methods Mol Biol* 2000; 132:365-386.

In the case of references to computer programs which are not available on the net, the same rule that applies to Internet-available programs should be used, with the exception that the name of the program

should be accompanied by its manufacturer. If there is no publication that describes the program only the information on the program should be given (the name of the program, shortened description, the version number, the manufacturer) in “The list of used Internet resources and computer programs”.

*Example*

The analysis of differences in cell proteomes before and after the stimulation was carried out using the PDQuest program (BioRad).

“The list of Internet resources and computer programs” should include the following information:

PDQuest is a program that offers a comprehensive analysis of 2-D gel electrophoresis, version 6.2.0, Bio-Rad, Hercules, USA.

**Language**

The diploma dissertation should be written in English and should contain a summary in English. Style, syntax, vocabulary and punctuation are the elements that are graded. The student should make every effort to ensure that the text written in English (summary or the whole dissertation) does not contain linguistics errors and mistakes.

**Abbreviations**

The “List of abbreviation” should include abbreviations that are used in the dissertation more than once. If a given abbreviation has a status of a proper name and is used in the dissertation once, its expanded form should be quoted. If given abbreviation is used in the dissertation many times, its expanded form should be quoted when it is used first and additionally it should be included in the list of abbreviations. The list should not include the abbreviations which are universally known among high school graduates (DNA, RNA, ATP, etc.), symbols and chemical formulas (Ag, NaCl, H<sub>2</sub>O) and the units of measurement (kg, s, V).

**Editing the text**

Before writing the actual dissertation it is advisable to learn the guidelines how to prepare the text for publication.

**Additional notes**

Beware of plagiarism! Plagiarism is, for instance, copying a protocol of the technique used, copying a fragment, no matter how brief, of a publication or another diploma dissertation, including the description of a method without providing the name of the author who devised or modified the technique or the lack of proper attribution of the original illustration which was used as a model by the dissertation author.