

## **Preparation of the dissertation manuscript**

### **Requirements and necessary actions**

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A separate manuscript summarizing the dissertation must be prepared when the doctoral dissertation is a series of publications consisting of at least two thematically linked original articles, published in scientific journals indexed by MEiN/MNiSW, having an Impact Factor (IF). In the publications forming the basis of the doctoral dissertation, the doctoral student should be the first author. The dissertation manuscript should be submitted to the Scientific Board (content verification), and after its acceptance to the Publishing Section (e-mail: autoreferaty@awf.poznan.pl), where the following will be done: language editing, typesetting, proofreading, printing, binding. The work of the Publishing Section can be carried out in parallel with the work of the doctoral committee. In preparing the manuscript, the editorial guidelines specified below should be followed.

The doctoral student pays a flat fee for the publication service, so the costs of preparation are distributed between the doctoral student and the University.

The dissertation manuscript includes:

1. Cover, according to a standardized design. It is technically possible to place on the cover, in the space provided, an illustration thematically connected to the dissertation, e.g. a photo related to the results of the research, a key graph, a figure, etc. The fourth page of the cover (back) is intended for biographies of the doctoral student and supervisor with photos showing their faces. Biographies (each max. 400 characters with spaces) should include information on date and place of birth, employment, academic interests and scholarly activity, publication achievements (e.g., number of indexed scientific publications and academic textbooks).
2. The title page of the dissertation.
3. Table of contents (numbering begins on this page). A short personal or professional dedication and/or motto can be included before the table of contents.

*On the subsequent pages:*

4. Basic data about the candidate (date of obtaining the master's degree and the name of the organizational unit in which the degree was awarded; information on whether the candidate has previously applied for a doctoral degree, including possible information on the course and completion of previous procedures; the candidate's course of scientific and professional work, including employment, positions held, etc.).
5. List of abbreviations (when used).
6. Abstract in Polish, up to 2 pages.
7. Abstract in English, up to 2 pages.
8. The main text of the dissertation manuscript written in scientific language, including:
  - an introduction characterizing the state of the art in the field covered by the doctoral candidate's research, approximately 5–10 pages; according to the Law of July 20, 2018. - Law on Higher Education and Science, the dissertation has to present the candidate's general theoretical knowledge and these aspects should be highlighted in the introduction and in the *Introduction* sections of the publications,
  - research aims and hypotheses,
  - the list of publications included in the series constituting the dissertation, their ministerial score in the year of publication and *Impact Factor* in the year of publication and the five-year *Impact Factor*,
  - a general description of the participants/material studied and the methods that were used (specifying which methods applied to which publication); if applicable – indicate the decision (and decision number) of the ethics/bioethics committee,
  - a synthetic description of the results of the study; figures, graphs and tables from the publications should not be repeated in full in the dissertation manuscript, but cited,
  - a combined discussion of the results from the publication series, about 5–10 pages,

- conclusions (about one page); according to the Law, the subject of the doctoral dissertation is to be an original solution of a scientific problem, an original solution in terms of the application of the results of scientific research in the economic or social sphere, and these aspects should be emphasized,
  - acknowledgments (e.g., to co-authors, also indicating the source of funding for the research such as grant),
  - the list of the literature cited in manuscript,
  - at the end of the manuscript, it is also possible to provide brief information about scientific internships, participation in the implementation of research projects, other publications of the doctoral candidate, citations of his/her publications and H-index.
9. Declarations of the candidate and co-authors of the publications included in the dissertation, including a detailed description of their activities in the preparation of each publication.
  10. Copies of publications comprising the doctoral dissertation.

#### Comments:

- the dissertation manuscript is written primarily for reviewers and members of the Doctoral Dissertation Committee. The manuscript is intended to facilitate their understanding of the candidate's main scientific achievement and, in the simplest possible language, highlight the main results and clearly indicate that the statutory requirements for dissertations are fulfilled;
- the dissertation review should include the following elements, which should be derived from the presented manuscript and related publications:
  - 1) an evaluation, together with a justification, of whether the dissertation demonstrates the general theoretical knowledge of the candidate in the discipline of physical culture science;
  - 2) an evaluation, together with a justification, of whether the dissertation demonstrates the ability of the candidate to conduct scientific work independently;
  - 3) an evaluation, with a justification, of whether the dissertation represents an original solution of a scientific problem or an original solution in terms of the application of the results of candidate's scientific research in the economic or social sphere;
- in the case of **foreign candidates**, it is possible to submit the manuscript in English.

#### **Editorial requirements**

1. Text editor: Word; Font: Times New Roman, black color; font size: 12 pts, line spacing: 1,5 lines, text aligned to both sides. Do not move single-letter conjunctions and prepositions from the end of a line to the beginning of the next line by using multiple spaces, as this makes typesetting difficult.
2. In the main text, titles of books, articles, films and works of art are written in italics; titles of newspapers and magazines - in a simple font in quotation marks; phrases in a foreign language - in italics. Capitals and underlining should be avoided, and highlighting should be used sparingly and thoughtfully.
3. Two-, three- and four-digit numbers are written together (e.g. 4567); in numbers with more than four digits, thousands, millions, billions, etc. are separated by a space. (e.g., 52 000). Decimal fractions are separated from whole numbers by a comma (e.g., 2,52), not a period. In the writing of numerical ranges, page ranges and dates, use the so-called semi-pause without a space before and after, e.g.: pp. 30–50, 1998–2001, 24–26 days, etc.
4. Quotes are written in a simple font, enclosing the text in quotation marks. Quotation marks should be Polish (opening lower and closing upper). Multi-line quotations should be separated from the main text, using top and bottom spacing. The omission of a passage in a quotation is indicated by inserting three dots in parentheses at the given place (...). Each citation should be accompanied by bibliographic information.
5. Use commas in numbered or bulleted lists that are simple enumerations, and semicolons for elaborate enumerations. End the list with a period.

## References

Ensure uniform bibliographic description of literature sources.

Use the **Harvard style** (author year) in the main text to refer to a particular publication. In the Harvard-style, individual items are not numbered. In the text, the name of the author and the year of publication of his/her paper is given (in round brackets), e.g. (Kowalski 2000), with two authors both names are given (Kowalski and Malinowski 2020), and with more than two authors only the name of the first with the notation "et al." (Kowalski et al. 2022).

In the Harvard-style references, individual items are not numbered. The bibliographic description of individual items should include the author of the publication, date of publication, title, place of publication (service/portal/journal, volume, pages), edition designation (if it is not the first edition), and, in the case of scientific journals, also the DOI number (digital identifier of an electronic document). References should include the names of all authors of the cited work. Words included in English titles should be written in lowercase (except for the first word and proper names), for example:

- Wilski M., Kocur P., Górny M., Koper M., Nadolska A., Chmielewski B., Tomczak M. (2019) Perception of multiple sclerosis impact and treatment efficacy beliefs: mediating effect of patient's illness and self-appraisals. *Journal of Pain and Symptom Management*, 58 (3), 437–444. <https://doi.org/10.1016/j.jpainsymman.2019.06.013>
- Bugaj O., Zieliński J., Kusy K., Kantanista A., Wieliński D., Guzik P. (2019) The effect of exercise on the skin content of the reduced form of NAD and its response to transient ischemia and reperfusion in highly trained athletes. *Frontiers in Physiology*, 10:600. <https://doi.org/10.3389/fphys.2019.00600>

For book references, the first element of the description is the name of the author or editor(s) (last name and first name initial), followed by the year of publication, e.g.:

Name of X. (Year) Title of book. Place of publication: Publisher.

Name of X. (ed.) (year) Title of book. Place of publication: Publisher.

Name X. (year) Title of article or chapter. In: Name Y (ed.) Title of collective book, beginning page–end page of article or chapter. Place of publication: Publisher.

Name X. (year) Title of article. Title of the journal, volume (number), beginning-page-end of the article.

*Order of items in the reference list:*

- Publications by a single author from different years should be listed in chronological order (from oldest to newest).
- If several works by a single author were published in a single year, the literature should be sorted according to the third element of the description, i.e. the titles in alphabetical order, giving them the designations a, b, c - and such designations should be given in references, e.g. (Kowalski 2000a, 2000b, 2000c).

Note: The rules for bibliographic description of documents available online are the same as for traditional documents. The reference in the main text shall provide the name of the author of the publication and the year of publication (not the URL).

If a given text is on a website and is not a journal article, a book, or a chapter in a book, include the author, date of publication (if known), title, and then include information about the site from where the text was downloaded and the date of access.

### Polygraph requirements

Cover photos should be provided at a minimum resolution of 300 dpi.