

REQUIREMENTS

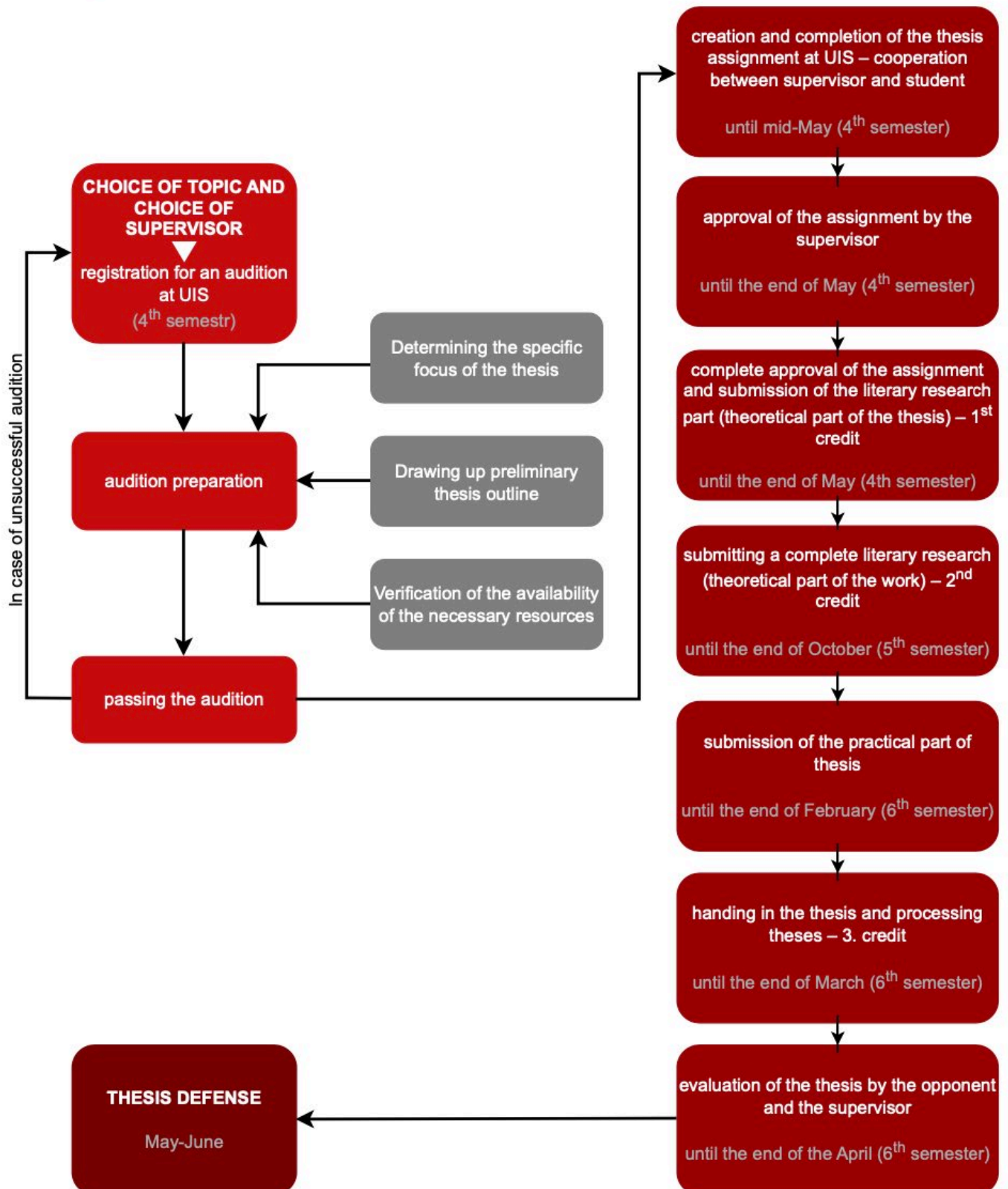
FEM CZU IN PRAGUE FOR SUBMITTING

A BACHELOR THESIS



Faculty of Economics
and Management

RECOMMENDED PROCEDURE FOR THE SUBMISSION OF BACHELOR THESIS



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TOPIC FOR BACHELOR THESIS

When choosing a topic for the bachelor thesis (BT) it is necessary to respect the following:

- **field of study** – thesis must correspond with the student's profile (see study programs);
- **profile of the department** – the same topic may be issued by several departments - but its processing must be appropriate for the specialization of the relevant department.

PROCESSING OF THE BACHELOR THESIS TOPIC IS SUBJECT TO THE FIELD OF STUDY AND THE SPECIALISATION OF THE RELEVANT DEPARTMENT

NAME OF BACHELOR THESIS

According to what should be the result of the Thesis or the subject of research, the title of the Thesis is formulated. It should be accurate, specific, and distinguishing from others. For example, in the title specifying to which state, region, group, company, etc. the issue relates. If, for example, the name of the company must not be stated, then the title of the Thesis must contain at least the industry or area in which the company operates, to specify it in more detail.

STRUCTURE OF BACHELOR THESIS

Numbering and names of the main chapters of the thesis are determined by the prescribed structure. Adherence to this structure is obligatory:

Thesis Assignment

Declaration of Authorship/Declaration of Honor*

Abstract and Key Words

- 1 Introduction
- 2 Objectives and Methodology of Thesis
- 3 Theoretical Part/Survey of Current Literature/ Literature Review *
- 4 Practical Part (study, research, analysis and developing solutions)
- 5 Discussion of Results and Recommendations (observations, processing, evaluation, and comments on results)

Additional structure in accordance with the BT supervisor's instructions:

- more chapters can be added if required and numbering is adjusted accordingly.

X Conclusion (outline and evaluation of main results)

X References

X Appendices (optional)

* Select only one of the listed options for the chapter's name.

N.B.: The chapters are divided into subchapters up to a maximum of 3rd level. The number and names of additional chapters (inserted between Theoretical Outcomes and Conclusion) are determined by the thesis supervisor. Numbering of the Conclusion chapter etc. follows from the number of the preceding chapters.

COVER AND INTRODUCTORY PART OF THESIS

COVER

Thesis must be bound in a hard cover, but its color and print are not specified. The front of the cover must contain the following:

- University name;
- Faculty;
- Type of thesis (Bachelor Thesis);
- Year of submission;
- Name of the author in the form of Name SURNAME.

BACHELORS THESIS HARDCOVER BINDING

The BT is given a firm hardcover book binding (the color of neither the book cover nor the script is prescribed). The front of the hard cover bears the name of the university and the faculty at which the student is enrolled for study, the type of thesis, year of publication, name and surname of the author. A valid university logo may be used (from the CZU graphic manual). A sample of the hard covers is placed in the attachments (Appendix C) of this brochure.

INTRODUCTORY SECTION OF THE THESIS

The Introductory Section is formed by the following items in the order shown below:

- **Title page** - university, faculty, department, type of thesis, name of topic, name of author and the copyright notice e.g., © 2023 CZU Prague.
- **Thesis assignment** - a copy of the assignment is inserted into both the printed and electronic versions of the final draft of the thesis (**FDT**). Instructions for printing the assignment are outlined in thesis.pef.czu.cz with a link to Student's portal (N.B. Portál studenta in Czech) in the UIS. In the electronic version of the FDT the assignment can be inserted as an image of the PDF file from the UIS, or through the 'PDF Merge' application. The printed version of FDT must include the assignment in the form of a PDF file from UIS¹.
- **Declaration of honor** - statement on having written the BT independently of any other persons, and not breaking any copyright, with date and signature.
- **(Acknowledgements²** - thanks to the thesis supervisor, consultants, fellow workers etc. for their advice and providing background material.)
- **The first numbered page³** bears the *title (name) of the thesis*, **abstract** (summary of the thesis, max. 15 lines), **key words** (terms that describe the main points of the thesis - max. 10). Czech and English versions of the abstract and key words can be on separate pages.
- **Contents** - hierarchical arrangement of numbered titles of chapters and subchapters, including all appendices (designation, e.g. Appendix A Title of the appendix ... page). This is followed by a List of images and a List of tables (title of image / title of table ... page), or. List of abbreviations used (listing and explaining abbreviations - if they appear in the text in large numbers).

Templates for thesis and other material are available from thesis.pef.czu.cz or on the FEM Documents server in UIS.

¹ The official document titled BACHELOR THESIS ASSIGNMENT bears the CZU logo watermark in the background.

² Acknowledgements are not an obligatory part of the Thesis. Its formulation is individual and up to the author.

³ The figure on the first numbered page is determined by the inclusion of all preceding pages.

PAGE LAYOUT AND SCOPE OF THESIS

The basic page (text) layout parameters and scope of bachelor thesis are listed in Table 1.

Table 1: Basic page layout parameters and scope of bachelor thesis.

CRITERIA	SPECIFICATION	SIZE / TYPE
Print	size of paper	A4 – both sided printing is recommended (one sided printing is also possible)
Margins	top inner bottom outer	30 mm 35 mm 25 mm 20 mm
Line spacing	main text	1.5
Font size	main text	12
Font	vector footer proportional font	Times New Roman
Scope of the thesis	main text	30–40 pages

Source: Processed according to Meško et al., 2006; Filka, 2002

For both sided printing, the margins on the **odd and even** sides must be different. They are set as **mirror - internal and external**. For single sided printing they are set to **left and right**.

The prescribed **scope of the thesis** concerns the main text part of thesis, which consists of:

- Main text, i.e. chapters from Introduction to Conclusion, including all essential figures and tables;
- References (not counted as part of thesis body).

The main chapters start on a new page.

The name of the object (table, chart, image, etc.), the object itself, and listing of the source below the object are always located **on one page**.

EXTENDED ABSTRACT OF BACHELOR THESIS

Extended abstracts provide a concise summary of the thesis, ranging from 3 to 4 pages of text. Extended abstracts and printed copies of thesis are given to the members of the final state examination committee so they can acquaint themselves with the issues of the thesis.

Structure of the **Extended Abstract of the Thesis**:

- Title page - identical to the title page of the thesis bearing the title *Extended Abstract of Bachelor Thesis*;
- Abstract (summary) and keywords - English and Czech versions;
- The main text - classified according to the structure of the thesis, the aim of thesis and methodology must always be specified, the main part comprises the results and author's discussion;
- References - selected bibliographic citations, i.e. about 5-8 most frequently used sources.

SUBMISSION OF THESIS AND EXTENDED ABSTRACTS

Using the University Information System UIS (<http://is.czu.cz/?lang=en>) the student must submit the following:

- electronic version of the thesis in PDF format - complete text of the thesis must include introductory pages and appendices - maximum file size is 50 MB; it is recorded to **Own thesis** file;
- any other appendices (e.g. software created by student, audiovisual files, unpublished data related to thesis, etc.) - student must upload all of these the section called **Thesis appendices**; maximum file size is 200MB;
- supplementary information on the thesis, i.e. abstract (summary) of the thesis and key words - in the language of the thesis and another one in the Czech language.

Detailed instructions are provided on thesis.pef.czu.cz in the section of **Submission of Bachelor and Master Theses**.

Electronic version of thesis must be uploaded **before** the submission of the printed version. We recommend printing the Thesis both sided.

The electronic version of the thesis is subjected to a text content match check, i.e., finding similarity with the texts of other authors (Appendix A).

After submitting the thesis, the student has a **24-hour withholding period**, during which he/she can cancel the electronic submission of the thesis to UIS and upload a new file. However, this is possible **only if the final deadline given by the faculty for submitting the thesis has not yet expired**. After the withholding period expires the student will not be permitted to change the thesis uploaded in UIS in any way (CZU in Prague, 2022b).

The student must submit to the **relevant department** (secretariat/authorized person) the following:

- two printed copies of the thesis⁴ – both in book binding
- four copies of the extended abstract - the sheets must be joined by a stapler (no other type of binding is allowed)

When submitting these items, it is necessary to follow the instructions and official hours of the department.

The electronic version of the final thesis is uploaded to the University Information System and must be identical to the printed version The student certifies this conformity by the **declaration in the UIS** when submitting the thesis and by **signing a statement in the printed version** of the thesis. If a subsequent inspection reveals fraudulent behavior (including plagiarism), disciplinary proceedings will be initiated against the student.

⁴ In case of postponement of publishing the thesis (see Rector's Directive No. 3/2016 - Article 9), three copies of the thesis must be submitted. After the defense of the thesis, which is the subject of the publishing postponement, CZU will send without delay a copy of the thesis to the ministry to be archived. (Act on Tertiary Education 2016, Section 47b).

DEFINITION OF BACHELOR THESIS

The bachelor thesis is the final task of the students in the bachelor study programs. Its defense is part of the final state examination. The thesis is written up according to the relevant study programs of the given bachelor study, in line with the profile of the graduate in the particular field of study, at the relevant department and under the professional leadership of the bachelor thesis supervisor.

In accordance with the profile of the student of the given study program, the students demonstrate through their bachelor thesis particularly their ability to:

- select from the thesis topic an issue, which is then dealt with in more detail (Strejček, 2009);
- find adequate theoretical solutions for the problem being solved from scientific and specialized monographs, articles and other printed and electronic sources;
- critically process in an appropriate way the selected theoretical starting points of the issue being discussed. Students should be able to critically work with the already published texts, process the concepts and theories contained there, and find relevant answers in relation to the problem solved;
- use theoretical methods of knowledge acquisition⁵ (methods of abstraction, specification, comparison, analogy, induction, deduction, modelling, etc.)
- formulate appropriate conclusions of the thesis by means of analysis and synthesis of the established facts in a manner that would provide results of applied research;
- work independently in the given field, i.e., without relying too much on the thesis supervisor.

The basic requirement for the content of the bachelor thesis is to comprehensively process, classify and critically analyze an overview of the knowledge of a serious professional issue using theoretical methods of knowledge. Students should demonstrate an ability to critically work with previously published texts, process concepts and theories found in them, and find relevant answers to the assigned question/task.

The bachelor thesis can also be based on pilot research, simple research surveys, or may include preliminary research for the follow-up master thesis. Bachelor thesis does not have a character of independent empirical research, it is a specialized study.

As a bachelor student, you should be able to prove the ability to work with foreign language sources of information in a balanced relation to sources in your own language.

<p>BACHELOR THESIS MUST ADHERE TO THE PRINCIPLES OF WRITING PROFESSIONAL OR SPECIALISED TEXT</p>

⁵ Theoretical methods of knowledge acquisition, based on the intellectual, i.e., mediated reflection of reality, do not directly reflect the reality under investigation, but explain, verify, and predict it by means of theoretical thinking (Mervart, 1977).

FORMULATION OF THE OBJECTIVE OF THE THESIS AND METHODOLOGY

The aim of the Thesis should be clearly formulated. The main goal and the sub-goals can be specified, the fulfillment of which in summary leads to the fulfillment of the main goal. The aim of the theoretical and the aim of the practical part are not stated. The processing of both parts leads to the fulfillment of the specific goal of the work, both parts should be logically interconnected.

The goal must be truly achievable and the results of the Thesis verifiable.

The goal of the Thesis must never be confused with methods leading to results. Thus, the aim of the Thesis cannot be formulated as an analysis, description, comparison, etc.

The aim of the Thesis can be, for example, to create a proposal (e.g., evaluation forms), compile (e.g., a business plan), identify (e.g., causes), evaluate (e.g., impacts), determine something based on something, etc.

The aim of the Thesis is stated in the present tense. The methodology in the Thesis itself is presented in the present or past tense and describes in detail the processing procedure and methods used. The methodology in the assignment should be written in the future tense. The assignment methodology briefly states which methods are to be used in the Thesis.

The aim of the Thesis and the methodology, as well as the text of the final Thesis, must not be written in the first-person singular or in the first-person plural (e.g., I use at work, we use at work). The text must be written in the **third person singular or plural in the passive voice** (e.g., it is used in the work).

METHODOLOGY OF CITATIONS

When writing professional text, the author often draws on the ideas and statements (or data) of other authors. This includes literature survey. All of this provides the background and latest findings about the current situation in the given topic area. These data become an integral part of the student's thesis. In this context, it is necessary:

- to quote (cite) the literature and other sources used in the text of the thesis, i.e., **create references in the text** (the so-called bibliographic references/bibliographic links);
- to correctly record **bibliographic citations** (notes used to identify the used sources) - items, structure, and formal layout - and organize **references** (the so-called list of bibliographic citations);
- references in the text must be **linked** to full bibliographic citations of the information source.

Sources of information can be shown in the thesis according to different standards. The following is based on the Czech standard ČSN ISO 690 (01 0197) *Information and Documentation - Rules for bibliographic references and quotation of information sources* valid as from 1 April 2011.

CZU students can use the free-of-charge Citations PRO tool to efficiently create citations (they can register using the same data as for the UIS).

METHODS OF RECORDING A REFERENCE IN THE TEXT

Only one way of recording a citation reference is to be chosen and the same way must be applied throughout the whole thesis. The above-mentioned standard specifies three possible options for recording references:

- *author-date (Harvard system);*
- *numeric style;*
- *running-notes style.*

Author-date (Harvard system)

This style of citation link entry is based on introduction of the first item and date. The first item is the first reference in the bibliographic quotation (record of the used resource) - most often it is the **name of the author/authors**. The date is **the year of publication of the document** (Table 2). It is often advisable to also include the exact page on which the referenced text is located. The entries in the **References**, i.e., the bibliographic citations of the information sources referenced in the text, must be arranged in **alphabetical order** according to the surnames of the authors. The year of publication follows **immediately after the author's name**. Use lowercase letters of the alphabet, if necessary.

Table 2: Author-date (Harvard) style - basic parameters.

REFERENCE DETAILS	SUGGESTED ITEM	NOTE
Author/s name/s	Surname/SURNAME	Mention up to 4 authors, if more authors, write: first author et al.
Year of publication	XXXX / XXXXa	If the author has more publications in the same year, they are denoted by lowercase letters a, b, c etc, e.g. Brown C. (2022a)..., Brown C. (2022b)...
Page number	p. XX	Page no. makes it easier to find the reference.
Punctuation	Commas	Commas separate individual components of the reference; when stating more authors, hyphens may be used between their names.
Brackets	Round	If the name of the author is part of the text, only the year of publication is used and, if necessary, the page number is placed inside the brackets.

Source: Table created according to the Czech standard ČSN ISO 690, 2011.

Example:

Text

...earlier findings can be subjected to a new analytical evaluation or become the subject for discussion (Šanderová, 2007, p. 85). The starting point of a scientific study must be a thorough research of existing literature on the given issue in order to avoid re-inventing things known long before (Šesták, 2002, p. 26). It is considered to be perfectly common and desirable to adopt facts stated by other authors... (Filka, 2002, p. 131). 'References to specialised literature connect the given text to other texts on the given subject... and the author usually follows up on older findings' (Čmejrková, Daneš, Světlá, 1999, p. 227). The process by which the selected section of the text from the original document is transferred to a new context is labelled by Meško et al. (2006, p. 217) as a citation. In this respect all specialised texts must meet three basic requirements (Šanderová, 2007, p. 85): ... etc.

References (List of bibliographic citations)

ČMEJRKOVÁ, Světlá, DANEŠ, František, SVĚTLÁ, Jindra, 1999. *Jak napsat odborný text*. Prague: LEDA. 256 p. ISBN 80-85927-69-1.

FILKA, Jaroslav, 2002. *Metodika tvorby diplomové práce: Praktická pomůcka pro studenty vysokých škol*. Brno: Knihař. 224 p. ISBN 80-86292-05-3.

MEŠKO, Dušan, et al., 2006. *Akademická příručka*. Martin: OSVETA. 481 p. ISBN 80-8063-219-7.

ŠANDEROVÁ, Jadwiga, 2007. *Jak číst a psát odborný text ve společenských vědách: Několik zásad pro začátečníky*. Prague: Sociologické nakladatelství (SLON). 209 p. ISBN 978-80-86429-40-3.

ŠESTÁK, Zdeněk, 2002. *Jak psát a přednášet o vědě*. Prague: Academia. 204 p. ISBN 80-200-0755- 5.

Numeric style

According to the Czech standard ČSN ISO 690, the numbers that appear in the text as a superscript, or within the brackets in the text, refer to documents in the order in which they had been cited initially. In cases of multiple use, the document is quoted under the same number (see its first occurrence in the thesis text). These facts are summarized in the following Table 3.

In the References chapter, the documents are listed under the same number as in the text, i.e., according to their first use.

Table 3: Numeric style - basic parameters.

REFERENCE DETAILS	SUGGESTED ITEM	NOTE
Number	Arabic number in the text or as a superscript	A document cited in the text must have the same number whenever used throughout the thesis. The next cited document has the next number.
Page number	p. XX	The number makes it easier to find the reference.
Punctuation	Commas	Commas separate individual components of the reference.
Brackets	Round / Square	Square brackets are applied when the round brackets are frequently used for purposes other than quotations.

Source: Table created according to the Czech standard ČSN ISO 690, 2011

Example:

Text

... earlier findings may be subjected to a new analytical evaluation or become the subject for discussion (1, p. 85). The first point of a scientific study must be a thorough research of the existing literature on the given issue in order to avoid re-inventing things known long before (2, p. 26). It is considered to be perfectly common and desirable to adopt facts stated by other authors... (3, p. 131). 'References to specialised literature connect the given text to other texts on the given subject... and the author usually follows up on older findings' (4, p. 227). The process that the selected section of the text from the original document is transferred to new context is labelled by Meško et al. (5, p. 217) as a citation. In this respect all specialised texts must meet three basic requirements (2, p. 85): ... etc. 'Fulfilling these requirements presumes knowing when the information is considered to be borrowed' (1, p. 86).

References (*List of bibliographic citations*)

1. ŠANDEROVÁ, Jadviga. *Jak číst a psát odborný text ve společenských vědách: Několik zásad pro začátečníky*. Prague: Sociologické nakladatelství (SLON), 2007. 209 p. ISBN 978-80-86429-40-3.
2. ŠESTÁK, Zdeněk. *Jak psát a přednášet o vědě*. Prague: Academia, 2002. 204 p. ISBN 80-200-0755-5.
3. FILKA, Jaroslav. *Metodika tvorby diplomové práce: Praktická pomůcka pro studenty vysokých škol*. Brno: Knihař, 2002. 224 p. ISBN 80-86292-05-3.
4. ČMEJRKOVÁ, Světlá, DANĚŠ, František, SVĚTLÁ, Jindra. *Jak napsat odborný text*. Prague: LEDA, 1999. 256 p. ISBN 80-85927-69-1.
5. MEŠKO, Dušan, et al. *Akademická příručka*. Martin: OSVETA, 2006. 481 p. ISBN 80-8063-219-7.

Running-notes style

Running notes (Table 4) are designated by an Arabic number in the superscript form or an Arabic number in the brackets in the text. If there are multiple quotes from a particular document, a new number is assigned to each link (within a single page/single chapter/entire text) in the order of their occurrence.

Links are most frequently placed in footnotes. They do not have to contain all the bibliographic quote data (usually **the name of the author/s** and the title of the publication or the relevant page are used), but the document must be unambiguously identifiable.

Entries in the **References** are sorted alphabetically, without numbering. The first line of each entry is put forward for clarity (alternatively, it is possible to use bullet points for individual references).

Table 4: Running-notes - basic parameters.

REFERENCE DETAILS	SUGGESTED ITEM	NOTE
Number	Arabic number as superscript or within round/square brackets in the text *see example below	Each following comment has a new (different) number, in the order of use of the document in the text.
Reference	Author's name, Title, Page	Footnote or the end of the chapter.
Punctuation	Commas	Commas separate individual components of the reference.

Source: Table created according to the Czech standard ČSN ISO 690, 2011

Example:

Text

It is considered to be perfectly common and desirable to adopt facts stated by other authors...¹. 'References to specialized literature connect the given text to other texts on the given subject.

... and the author usually follows up on older findings². The process by which the selected section of the text from the original document is transferred to new context is labelled by Meško et al.³ as citation. In this respect all specialized texts must meet three basic requirements⁴: ... etc. 'Fulfilling these requirements presumes knowing when the information is considered to be borrowed'⁵.

¹ FILKA, J. *Metodika tvorby diplomové práce*. 2002, p. 131.

² ČMEJRKOVÁ, S., DANEŠ, F., SVĚTLÁ, J. *Jak napsat odborný text*. 1999, p. 227.

³ MEŠKO, D., KATUŠČÁK, D., FINDRA, J. et al. *Akademická příručka*. 2006, p. 281.

⁴ ŠANDEROVÁ, J. *Jak číst a psát odborný text ve společenských vědách*. 2007, p. 85.

⁵ Ibid, p. 86

or

It is considered to be perfectly common and desirable to adopt facts stated by other authors...(1). 'References to specialized literature connect the given text to other texts on the given subject ... and the author usually follows up on older findings'(2). The process by which the selected section of the text from the original document is transferred to new context is labelled by Meško et al. (3) as citation. In this respect all specialized texts must meet three basic requirements (4): ... etc. 'Fulfilling these requirements presumes knowing when the information is considered to be borrowed' (5).

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1. FILKA, J. *Metodika tvorby diplomové práce*. 2002, p. 131.
 2. ČMEJRKOVÁ, S., DANEŠ, F., SVĚTLÁ, J. *Jak napsat odborný text*. 1999, p. 227.
 3. MEŠKO, D., KATUŠČÁK, D., FINDRA, J. et al. *Akademická příručka*. 2006, p. 281.
 4. ŠANDEROVÁ, J. *Jak číst a psát odborný text ve společenských vědách*. 2007, p. 85.
 5. Ibid, p. 86

References (*List of bibliographic citations*)

ČMEJRKOVÁ, Světlá, DANEŠ, František, SVĚTLÁ, Jindra. *Jak napsat odborný text*. Prague: LEDA, 1999. 256 p. ISBN 80-85927-69-1.

FILKA, Jaroslav. *Metodika tvorby diplomové práce: Praktická pomůcka pro studenty vysokých škol*. Brno: Knihař, 2002. 224 p. ISBN 80-86292-05-3.

MEŠKO, Dušan et al. *Akademická příručka*. Martin: OSVETA, 2006. 481 p. ISBN 80-8063-219-7.

ŠANDEROVÁ, Jadwiga. *Jak číst a psát odborný text ve společenských vědách: Několik zásad pro začátečníky*. Prague: Sociologické nakladatelství (SLON), 2007. 209 p. ISBN 978-80-86429-40-3.

Bibliographic citations

A bibliographic citation (bibliographic reference) is a summary of information about the cited publication, which allows its identification (Liška, 2008, p. 29). According to the Czech standard ČSN ISO 690, 2011 the following items are required:

- *items (data) of bibliographic citation* - obligatory as well as optional (Appendix C)
- *structure and formal layout of citation* - i.e. order of items, system of recording the citation, usage of punctuation marks etc.

All records/comments need to be consistent. It is appropriate to stick to the guidelines and general principles.

GENERAL SAMPLE OF A BIBLIOGRAPHIC CITATION

a) Printed documents

The following examples of bibliographic citations correspond to the Harvard citation reference.

Author/s name. Title: Subheading. Information about publisher: **Place of publication: name of publisher, year of publication. Page/s number.** Edition. Comments. **ISBN or ISSN.**

- example:

Books

OTTOMAN, Jacquelyn A. *The New Rules of Green Marketing: Strategies, Tools, and Inspiration for Sustainable Branding*. Sheffield: Greenleaf Publishing, January 2011. ISBN 978-1-906093-44-0.

SEIFERT, K. L. – HOFFNUNG, R. J. – HOFFNUNG, M. *Lifespan development*. 2nd ed. Boston: Houghton Mifflin, 2000.

Contributions to proceedings or an article in the journal (the name of the proceedings/journals is in italic)

LINHART, Zdeněk. Rural Transfers. In: *Agrarian Perspectives*. Prague: Czech University of Life Sciences Prague Faculty of Economics and Management, 2011, p. 349-357. ISBN 978-80-213- 2196-0.

ZAGATA, Lukáš. Towards conscientious food consumption: exploring the values of Czech organic food consumers. *International Journal of Consumer Studies*. May 2014, Volume 38, Issue 3, 243–250. ISSN 1470-6423.

b) Electronic documents

The following examples of bibliographic citations correspond to the citation record in the form of a continuous note.

Author/s name. Title: Subheading [type of medium used]. Publication/version. Place of publication: name of publisher, date of publication, date of update/revision. [Date of citation for online documents]. Edition. Comments. **Availability and accessibility. Standard number.**

- example:

Electronic books and online monographic publications

BAUM, L. Frank. *The Wonderful Land of Oz* [online]. Etext. No. 17426. Read by Roy Trumbull. Project Gutenberg, 2005. MP3 format, 4.08 MB. Available at: <http://www.gutenberg.org/files/17426/17426-mp3/17426-mp3-chap10.mp3>. Accessed 23 November 2013.

Online serial publication

Acta Zoologica [online]. Oxford, U. K.: Blackwell Publishing Ltd., January 2006, vol. 87, issue 1, Academic Search Premier. EBSCOhost Research Databases. ISSN 0001-7272. Available from: <http://search.epnet.com>. Accessed 6 July 2006.

Article in a serial publication

HABIBI, M. A., ULMAN, M., BAHA, B. and STOČES, M. 'Measurement and Statistical Analysis of End User Satisfaction with Mobile Network Coverage in Afghanistan'. AGRIS on-line Papers in Economics and Informatics, Vol. 9, No. 2, pp. 47–58. ISSN 1804-1930. DOI 10.7160/aol.2017.090204. Accessed 20 July 2017.

Websites and website posts

EEA (European Environment Agency). *More European sites meet excellent bathing water quality standards than ever before* [online]. 31 May 2017. <https://www.eea.europa.eu/highlights/more-european-sites-meet-excellent>. Accessed 20 July 2017.

Methodological material

NTU Library. *Citing references: A guide to NTU Library Harvard Style* [online]. Version 10.2, 33 p. (PDF). Available at: <https://now.ntu.ac.uk/d21/lor/viewer/view.d21?ou=6605&loIdentId=25435> [Accessed 20 July 2017].

c) Documents not included in the Czech standard ČSN ISO 690

Documents which, from the viewpoint of the bibliographic citation, are not included in the Czech standard ČSN ISO 690 are as follows: *university qualification theses (bachelor, master and dissertation etc.)⁶, corporate literature, research reports, standards, official documents, oral and written notifications, etc.*

The following examples of bibliographic citations correspond to the citation record in the form of a continuous note.

⁶ In respect of a published university qualification thesis the structure of the record corresponds to the model of description of any monograph published in printed version. In such case, it is appropriate to indicate the commonly optional edition data (denoting the type of university thesis and the institution awarding the degree). The entry of these documents is not entirely standardized. In some cases, the awarded degree is given in brackets after the type of thesis.

- example⁷:

University qualification theses (bachelor, master, dissertation etc.) - published

TILON, Victor. *Design-based goal setting application development: a framework of user needs and requirements and goal-setting theory* (Bachelor's thesis). Supervisor: Vladimer Kobayashi. University of Amsterdam: Faculty Economics and Business, July 15, 2015. 10116362.

NORTON, Michael Theodore. *Quantitative Methods for Agricultural Development at the Interface of Geography and Applied Economics* (Dissertation). University of California, Davis, ProQuest Dissertations Publishing, 2017. ISBN 1369795734; 9781369795738.

Unpublished thesis/ dissertation

EISCH, Anna. *Effective management strategies for innovative technology transfer in the Russian Federation in comparison to the Czech Republic* (Master's thesis). Supervisor: Ing. Richard Selby, Ph.D. Faculty of Economics and Management Czech University of Life Sciences Prague, 2016. Retrieved from Dissertations and Theses database.

Corporate literature

IAEI (Institute of Agricultural Economics and Information). *The Brief History of the House of Agricultural Education and the Library of Antonín Švehla*. 2014. (PDF). 14 p. Available at: <http://www.iaei.cz/about-us/>.

Research report

EFA Global Monitoring report. *Education for all 2000-2015: achievements and challenges* [online]. United Nations Educational, Scientific and Cultural Organization, Paris, 2015. [cit. 2017-07-13]. Available at: <http://unesdoc.unesco.org/images/0023/002322/232205e.pdf>.

UN (United Nations). *Global Sustainable Development Report 2016* [online]. Department of Economic and Social Affairs, New York, July 2016.

Standard required for writing up thesis

ISO (International Organization for Standardization). *ISO 14001:2015 Environmental management systems – Requirements with guidance for use*. 3rd ed. Technical Committee: ISO/TC 207/SC 1 Environmental management systems. 2015-09. 35 p. ICS: 13.020.10 Environmental management 03.100.70 Management systems.

Official document

Czech Republic. Act No. 112/2016 Coll., on Registration of Sales. From 16th March 2016. (EET – Czech abbreviation).

Act No. 112/2016 Coll., on Registration of Sales. From 16th March 2016.

Oral and written notification

MÜLDER, Wilhelm. *SW Architecture*. Lecture in the study-blocks of bachelor's program Systems Engineering and Informatics, FEM CZU Prague, from 24. 4. 2017 to 28. 4. 2017. Visiting professors from Hochschule Niederrhein (Germany).

⁷ Official document - N.B.: Sometimes the author's name in the record shows the name of the country.

REFERENCES (SUMMARY OF BIBLIOGRAPHIC CITATIONS)

The following rules apply to arranging the references (Meško et al., 2006):

- **The references are sorted in alphabetical order according to author's surname**, or the first author's surname in case of more authors. More publications by the same author are sorted by title, or from the newest to the oldest⁸. **In respect of numeric references**, the documents are listed **under the same number as in the text**, i.e.: according to their first use.
- Individual **records are separated** from each other either by omitting a line, or the list of bibliographic citations can be made clearer by putting the first line of each record forward.

N.B.: The sources used can be grouped according to the type of document - *printed documents* (monographs, contributions to a collection of specialized papers, academic papers, etc.), *electronic documents* (websites, electronic articles, etc.). However, this creates several lists in a row, mostly at the expense of clarity.

⁸ This method is used for records in which the year of publication is located immediately after the author's name.

IMAGES AND OTHER FIGURES, TABLES, EQUATIONS

Depending on their relevance and/or size, images and tables are either part of the main text or are placed in the appendix. Images, tables and equations are centered in the text.

All images, tables, equations, and other appendices used in the text must have the following:

1. **Designation - number and name**

All numbering is carried out within the thesis framework, always separately for images and separately for tables. The title must be a brief and concise expression of the content of the image or table. **The name should be in Times New Roman font size 11, and the same applies to the text and the images. There is no specification for the location of the image/table caption.** Usually, the caption is shown above the given image/table. When it is published in scientific and/or specialised journals - following the instructions for authors - the caption is placed under the image/table.

2. **The source cited - a citation reference to the source used or own results**

It is always necessary to indicate the source from which the images or tables were taken. **The source entry corresponds to the selected method of running-notes in the text, e.g., the style of 'author-date' (Harvard system) and is located below the image/table.**

3. **Description**

The use of images or tables and equations must be justified and supported by relevant text, which describes the facts presented in the images or tables and equations. **The description must be at an appropriate place and be followed by the image/ table as close as possible.**

The lists of images and tables should be placed after the contents of the thesis as separate overviews.

a) **IMAGES AND FIGURES**

They mean all kinds of diagrams, graphs, charts, photographs, illustrations etc.

- example:

Perception of observed facts depending on the context

A simple image can illustrate the subjectivity that exists in every science. The task is to find out if part of the picture (Image 1) shows a bird which is looking to the left or an antelope looking to the right. There is no single correct answer to this question. Depending on the context both statements can be correct. When this illustration is a part of a flock of birds - part (b) in the picture - most people would take it for a bird. But when it is placed within the context of a herd of antelopes - section (c) in the picture - the people see an antelope (Hanson 1958).

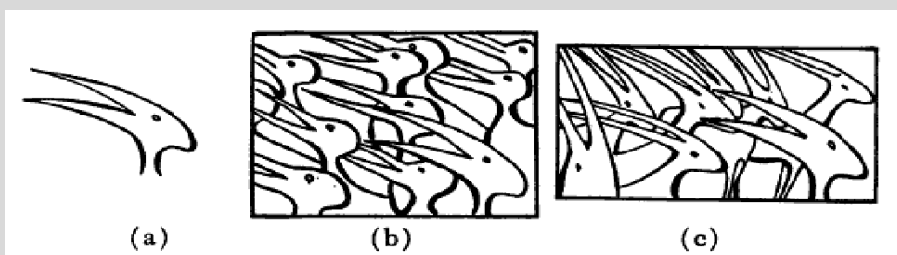


Image 1: a bird or an antelope.

Using the logotypes of the Czech University of Life Sciences Prague (CZU)

By using the CZU Prague logotypes in prescribed variant, e.g., black-white and green-yellow (image 2), it is possible to promote the university and internal as well as external communications. They can also be used where it is not possible to use the logotypes of the CZU faculties and institutes (CZU, Prague, 2015).



Image 2: Logotype of CZU Prague (in black & white or in color), source CZU, Prague, 2015.

Figure

Figure 1 represents a scatter diagram. Student population is shown on the horizontal axis and weekly sales are shown on the vertical axis. Scatter diagrams for the regression analysis are constructed with the independent variable X on the horizontal axis and the dependent variable Y on the vertical axis. The scatter diagram enables us to observe the data graphically and to draw preliminary conclusions about the possible relationship between the variables.

What preliminary conclusions can be drawn from figure 1? Weekly sales appear to be higher at campuses with larger student populations. In addition, for these data the relationship between the size of the student population and weekly sales appears to be approximated by a straight line; indeed, a positive linear relationship is indicated between X and Y.

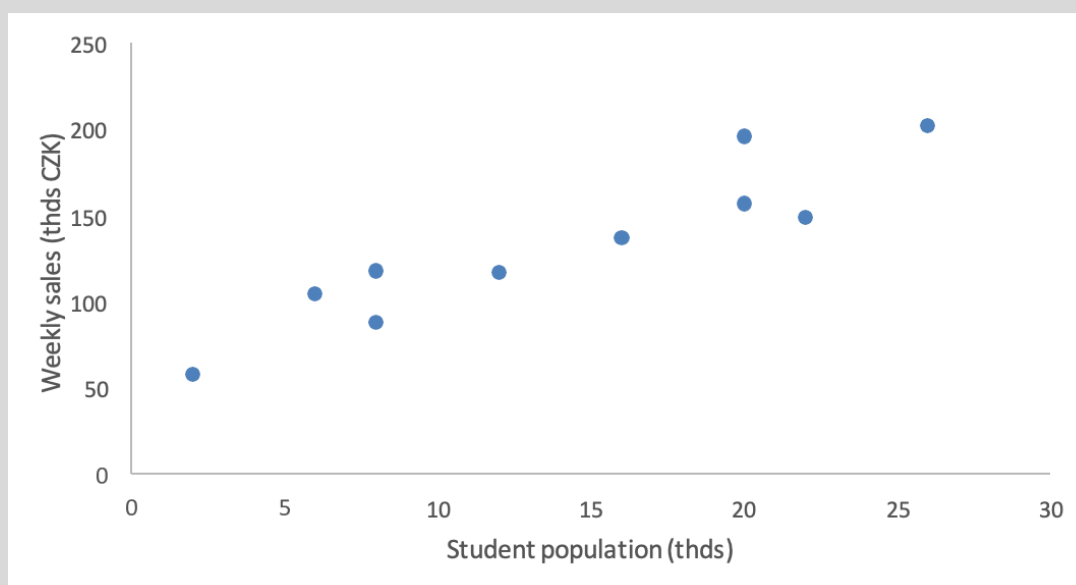


Figure 1: Scatter diagram of student population and weekly sales for Food and Food Company, Source: Food and Food company, 2016.

b) TABLES

A table is formed by a title, caption, columns and rows.

All tables must have a title, which contains the number of the table and a short text described the table. The font used for table titles are 1-2 points smaller than the basic text. Both italics or standard letters can be used (the same font as in the headings). All descriptions must have the same distance from the tables. Text in the left column is left justified in all other columns is centered, both sides justification is less suitable. Word splitting is not used.

Tables can be divided into open and closed. The open tables do not have vertical side lines, only the line in the head and the base. They are used across the full width of the text. The closed tables have border lines on all sides and do not have to take up the entire width of the text. Both types of layouts used for tables are showed in the example below. The table lines provide an aid for the reader. Sometimes it is sufficient to separate the table head and add the next line at the bottom of the table. In some table it is necessary to use a line for every row of text⁹.

The layout of the tables must be uniform throughout the thesis.

Population change – year 2015

The population of the Czech Republic increased by 15.6 thousand. The net migration added a total of 16.0 thousand inhabitants, on the contrary the natural change was negative (-0.4 thousand). There was markedly higher number of deceased persons in 2015, whereas the number of live births increased only slightly in the year-on-year comparison. The number of marriages went up, the number of divorces and abortions decreased. The values of individual indicators of population change in the Czech Republic in 2010-2015 are presented in the table (Table 5).

- example:

Table XY: Movement of the population, 2010–2015 (Absolute values) – example of the closed table.

Indicator	2010	2011	2012	2013	2014	2015
Live births	117 153	108 673	108 576	106 751	109 860	110 764
Deaths	106 844	106 848	108 189	109 160	105 665	111 173
Marriages	46 746	45 137	45 206	43 499	45 575	48 191
Divorces	30 783	28 113	26 402	27 895	26 764	26 083
Abortions	39 273	38 864	37 733	37 687	36 956	35 761
In-migrants	30 515	22 590	30 298	29 579	41 625	34 922
Out-migrants	14 867	5 701	20 005	30 876	19 964	18 945
Natural increase	10 309	1 825	387	-2 409	4 195	-409
Increase net migration	15 648	16 889	10 293	-1 297	21 661	15 977
Increase total	25 957	18 714	10 680	-3 706	25 856	15 568
Mid-year population	10 517 247	10 496 672	10 509 286	10 510 719	10 524 783	10 542 942

Source: ČSU, 2016

⁹ Another option is to mark every second line in pale color (30% grey).

Table XY: Movement of the population, 2010–2015 (Absolute values) – example of the open table.

Indicator	2010	2011	2012	2013	2014	2015
Live births	117 153	108 673	108 576	106 751	109 860	110 764
Deaths	106 844	106 848	108 189	109 160	105 665	111 173
Marriages	46 746	45 137	45 206	43 499	45 575	48 191
Divorces	30 783	28 113	26 402	27 895	26 764	26 083
Abortions	39 273	38 864	37 733	37 687	36 956	35 761
In-migrants	30 515	22 590	30 298	29 579	41 625	34 922
Out-migrants	14 867	5 701	20 005	30 876	19 964	18 945
Natural increase	10 309	1 825	387	-2 409	4 195	-409
Increase net migration	15 648	16 889	10 293	-1 297	21 661	15 977
Increase total	25 957	18 714	10 680	-3 706	25 856	15 568
Mid-year population	10 517 247	10 496 672	10 509 286	10 510 719	10 524 783	10 542 942

Source: ČSÚ, 2016

c) Equation

When numbering equations, the number¹⁰ in the brackets on the right side (in the invisible table) is used.

- example:

If data are neither interval nor ratio but can be ranked in some manner, such as in qualitative replies to questionnaires, then the use of Spearman's rank correlation coefficients, r_s , is preferable to Pearson's coefficient. Spearman's correlation coefficient is a non-parametric statistic and so can be also used when the data have violated parametric assumptions such as non-normally distributed data. Spearman's coefficient works by first ranking the data, and then applying equation (1).

The equation for calculating Spearman's rank correlation coefficient is:

$$r_s = 1 - \frac{6 \sum d^2}{n(n^2 - 1)}, \quad (1)$$

where d is the difference in ranking of each pair and n the sample size (Taylor, 2007).

Reference:

TAYLOR, Sonia. *Business Statistics for non-mathematicians*. New York: Palgrave Macmillan, 2007. 368 p. ISBN 978-0-230-50646-6.

¹⁰ Some authors prefer numbering according to the number of the main chapter and the relevant sequence (order) of the equation, i.e. (3.1) which designates the first equation in the third chapter.

EVALUATION OF BACHELOR THESIS

Bachelor thesis is evaluated through two assessments, **one by the thesis supervisor and one by the opponent**. Students are entitled to view the assessments five business days before the date of the final state exam (FSE) at the latest.

The final rating classification of assessments is based on individual **evaluation criteria**:

- *formulation of objectives and choice of appropriate methods and methodology used;*
- *work with data and information;*
- *logical process being used;*
- *the structure of paragraphs and chapters;*
- *work with scientific literature (citations, standards;)*
- *comprehensibility of the text and level of language;*
- *clarity and professionalism of expression in the thesis;*
- *formal presentation of the thesis - the overall impression;*
- *achievement of objectives, formulation of conclusions;*
- *abstract (summary) and key-words comply with the content of the thesis.*

If both the thesis supervisor and the opponent grade the bachelor thesis as ‘failed’ the student will not have fulfilled the requirements for the FSE and will not be permitted to take the FSE, i.e., the student will not defend his or her thesis or take exams in the FSE subjects.

The result of the bachelor thesis defense at the FSE includes both the assessments by the thesis supervisor, the opponent and the committee which, apart from the thesis itself, focus on the quality of the presentation, the discussion in relation to the assessments and the student’s responses during the discussion. Overall results which the student acquired throughout his/her studies are also taken to consideration.

If the final evaluation of the thesis defense is ‘failed’, the thesis will remain in the UIS and the student will have to upload a new file with a thesis for a new defense, including additional information (CZU Prague, 2022b).

EVALUATION OF THE FINAL STATE EXAM (FSE) AND OF THE OVERALL STUDY RESULT

The following Table 5 and Table 6 outline the criteria for evaluation of the FSE and of the overall study results in the bachelor and master study programs (CZU Prague, 2022a).

Table 5: Evaluation of FSE.

FSE result	Defense of bachelor or master thesis (Committee's verdict)	Classification of FSE subjects
<i>excellent</i>	excellent (1)	average < 1.5
<i>very good</i>	very good (2)	average < 2.5
	excellent (1)	average ≥ 1.5 and < 2.5
<i>good</i>	good (3)	average ≤ 3
	very good (2)	average ≥ 2.5
	excellent (1)	average ≥ 1.5
<i>failed</i>	Defense of bachelor or master thesis (committee's verdict) graded as 'failed' (4) or classification of one of the FSE subjects as 'failed' (4).	

Source: CZU Prague, 2022a

Table 6: overall study results.

Study result	FSE result	Grades of overall study ¹¹
<i>passed with honors</i>	Excellent	Average < 1.5
<i>passed</i>	Excellent, very good or good	
<i>failed</i>	failed	

Source: CZU Prague, 2022a

PUBLICATION OF THE THESIS

All theses that were defended must be published via the UIS (CZU Prague, 2022b).

If the thesis has used secret information as classified under special legal regulation, or includes information the publication of which is not desired by the provider (e.g., trade secrets, etc.), a different procedure applies as follows: The thesis author should make sure that the secret information or password which allows access to it are part of the appendix and thus it would be possible to keep only the appendix secret and not the whole thesis.

In special substantiated cases, the dean of FEM may authorize deferral of the thesis release for a maximum of 3 years, with the exception of information which cannot be released at all under any circumstances in line with the special legal regulations (e.g., restricted information).

All requirements for the submission of Bachelor's Thesis are subject to the Rector's current *Regulation for the assignment, processing, submission, archiving and publication of Bachelor's and Master's theses at the CZU* and other applicable regulations.

¹¹ Simple arithmetic average of classification of passed subjects within the framework of studies.

INTERNAL REGULATION OF CZU IN PRAGUE AND FEM CZU IN PRAGUE

- Rector's Regulation „Rules for the assignment, processing, submission, archiving and publication of Bachelor's and Master's theses at the CZU"
- Study and examination rules for study in Bachelor's and Master's study programs of the Czech University of Life Sciences in Prague
- Disciplinary rules of the faculty for students of the Faculty of Economics, CZU in Prague
- Rector's Directive "CZU Filing and Disposal Rules"

IMPORTANT RULES AND STANDARDS

- ČSN ISO 690. Information and documentation - Rules for bibliographic references and citations of information sources. Prague: Office for Technical Standardization, Metrology and State Testing (ÚNMZ), 2011.
- ČSN ISO 7144 (01 0161). Documentation - Formal editing of dissertations and similar documents. Prague: Czech Standards Institute, March 1997.
- ČSN 01 6910 (016910). Editing documents processed by word processors. Prague: Office for Technical Standardization, Metrology and State Testing (ÚNMZ), 2014. 76 p.
- Rules of Czech orthography. 3rd edition. Brno: Edika, 2021. 477 pp. ISBN 978-80- 266-1604-7.

REFERENCES (SUMMARY OF BIBLIOGRAPHIC CITATIONS)

Act on Tertiary Education 2016. Zákon č. 111/1998 Sb., o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách), ve znění pozdějších předpisů, a některé další zákony. Section 47b. Day 2 May 2016 (137/2016 Sb.).

CZU Prague, 2017a. *Study and Exam Rules For Study in Bachelor and Master's Study Programmes of the Czech University of Life Sciences Prague* [online]. 29. 3. 2017. 13 p. (PDF). [cit. 2017-07-13]. Available from: <https://www.czu.cz/en/r-9186-about-culs/r-9196-official-documents/r-9226-university-internal-regulations>.

CZU Prague, 2017b. *Rector's Directive č. 5/2017: Rules for assigning, preparing, submitting, archiving and publishing Bachelor and Master's theses at CZU* [online]. Czech University of Life Sciences Prague, 20 April 2017. 5 p. (PDF). [cit. 2017-07-14]. Available from: <https://www.czu.cz/en/r-9186-about-culs/r-9196-official-documents/r-9226-university-internal-regulations>.

CZSO, 2016. *Population change – year 2015* [online]. Czech Statistical Office, 21. 3. 2017 (PDF). [cit. 2017-07-13]. Available at: <https://www.czso.cz/csu/czso/ari/population-change-4-quarter-of-2015>.

ČMEJRKOVÁ, Světla, DANEŠ, František, SVĚTLÁ, Jindra, 1999. *Jak napsat odborný text*. Prague: LEDA. 256 p. ISBN 80-85927-69-1.

ČSN ISO 690 (01 0197), 2011. *Informace a dokumentace – Pravidla pro bibliografické odkazy a citace informačních zdrojů*. Prague: Úřad pro technickou normalizaci, metrologii a státní zkušebnictví (ÚNMZ).

ČSN ISO 7144 (01 0161), 1997. *Dokumentace – Formální úprava disertací a podobných dokumentů*. Prague: Český normalizační institut, březen 1997.

CZU Prague, 2015. *Grafický manuál České zemědělské univerzity - verze 2015* [online]. Prague: Česká zemědělská univerzita v Praze. (PDF). [cit. 2017-01-15]. Available from: <https://www.czu.cz/cs/r-7210-o-czu/r-7701-pr-a-media/r-8113-graficky-manual-a-loga>.

FILKA, Jaroslav, 2002. *Metodika tvorby diplomové práce: Praktická pomůcka pro studenty vysokých škol*. Brno: Knihář. 224 p. ISBN 80-86292-05-3.

LIŠKA, Václav, 2008. *Zpracování a obhajoba bakalářské a diplomové práce*. Prague: Professional Publishing. 93 p. ISBN 978-80-86946-64-1.

MERVART, Josef, 1977. *Základy metodologie vědy: aplikace na ekonomické vědy*. Prague: Svoboda. 190 p. ISBN 25-067-77 (060303).

MEŠKO, Dušan et al., 2006. *Akademická příručka*. Martin: OSVETA. 481 p. ISBN 80-8063-219-7.

SPOUSTA, Vladimír, 2009. *Vádemékum autora odborné a vědecké práce humanitního a sociálního zaměření*. Brno: Akademické nakladatelství CERM®. 230 p. ISBN 978-80-7204-617-1.

STREJČEK, Jindřich, 2009. *Psaní diplomových a bakalářských prací* [online]. Prague: Univerzita Karlova, Katedra primární pedagogiky, 2009-03-26. (PHP). Available from: http://userweb.pedf.cuni.cz/primped/index.php?option=com_content&task=view&id=91&Itemid=1#bcp [cit. 2009-10-28].

ŠESTÁK, Zdeněk, 2002. *Jak psát a přednášet o vědě*. Prague: Academia. 204 p. ISBN 80-200-0755-5.

RECOMMENDED SOURCES (BIBLIOGRAPHY)

ANDERSON, Jonathan, POOLE, Millicent, 2002. *Assignment and Thesis Writing*. 4th ed. Wiley. 174 p. ISBN 978-0-471-42181-8.

BRYSON, Bill, 1991. *Mother tongue: the English language*. 23rd printing. London: Penguin. 269 p. ISBN 01-401-4305-X.

CHILVER, Joseph, 1992. *English for Business. A Functional Approach*. 2nd ed. London: DP Publications. 304 p. ISBN 18-739-8110-4.

GODFREY, Jeanne., 2011. *Writing for university*. New York: Palgrave Macmillan. ISBN 978-023-0291-201.

HEWINGS, Martin, 2013. *Advanced grammar in use: a self-study reference and practice book for advanced learners of English; with answers*. 3rd ed. New York: Cambridge University Press. 294 p. ISBN 978-110-7697-386.

JOYNER, Randy L., ROUSE, William A., GLATTHORN, Allan A., 2012. *Writing the Winning Thesis or Dissertation: A Step-by-Step Guide*. Corwin Press. ISBN 978-1-4522- 5878-2.

MCCARTHY, Michael, O'DELL Felicity, 2001. *English vocabulary in use*. Cambridge: Cambridge University Press. 307 p. ISBN 978-052-1677-431.

MCCARTHY, Michael, O'DELL Felicity, 2008. *Academic vocabulary in use: 50 units of academic vocabulary reference and practice: self-study and classroom use*. Cambridge: Cambridge University Press. 176 p. ISBN 978-052-1689-397.

MCMILLAN, Kathleen. a Jonathan D. B. WEYERS, 2011. *How to write essays*. 2nd ed. New York: Pearson. ISBN 978-027-3743-811.

MOUNSEY, Chris, 2002. *Essays and dissertations*. Oxford: Oxford University Press. One step ahead. 128 p. ISBN 01-986-0505-6.

MURPHY, Raymond, 2004. *English grammar in use: a self-study reference and practice book for intermediate students of English: with answers*. 3rd ed. Cambridge: Cambridge University Press. 379 p. ISBN 05-215-3289-2.

TURABIAN, Kate L, 2007. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago style for students and researchers*. 7th edition. The University of Chicago Press. ISBN-10: 0-226-82337-7.

WALLWORK, Adrian, 2011. *English for writing research papers*. New York: Springer. 325 p. ISBN 978-144-1979-216.

WILLIAMS, Kate, 2009. *Referencing*. Houndmills, Basingstoke, Hampshire: Palgrave Macmillan. Pocket study skills. ISBN 978-023-0574-793.

APPENDIX

Appendix A	Checking of Content Conformity
Appendix B	Requirements for bibliographic citation of a book
Appendix C	Bachelor thesis cover – example

Article 6
Checking of Content Conformity

- (1) After being uploaded to the UIS and the expiration of the 24-hour protective period in which the student is entitled to make corrections to the uploaded file, the electronic version of the thesis will be sent for checking of content conformity.
- (2) The checking will be carried out via the Theses.cz portal and its subject is to ascertain the conformity of the student's thesis with the texts of other authors. The results of the check will be retroactively displayed in the UIS and is accessible to the student, thesis supervisor, Department Head and the respective Vice-Dean of the faculty/representative of institute director. The results of the check will also be displayed to the thesis supervisor for the relevant thesis in the overall overview of the thesis in the UIS.
- (3) If the conformity of the thesis with texts of a different author is greater than or equal to 20%, the thesis supervisor shall be obliged to make a statement regarding this conformity in his or her evaluation.
- (4) Plagiarism is considered conformity of the thesis with texts of a different author greater than 20%, if the texts in the thesis do not have the proper citations.
- (5) Plagiarism is not considered conformity of the thesis with previously published texts of the author (e.g., bachelor's thesis). The size of such conformity (sum of conformities with individual works) must not exceed 40%.
- (6) The decision of whether or not the thesis can be considered plagiarized shall be made by the final state exam committee before which the student will defend his or her thesis.
- (7) If the thesis is considered plagiarized by the committee according to the previous point, the student will be granted a rating of 'unsatisfactory' and the case will be given to the relevant disciplinary committee.
- (8) The plagiarism case will be submitted to the disciplinary committee even if the student does not defend his or her thesis before the committee during the final state exam (e.g., if the student withdraws from the final state exam sufficiently in advance).

Source: CZU, 2023b

Appendix B Requirements for bibliographic citation of a book

Caption: **bold** = items recommended in all cases

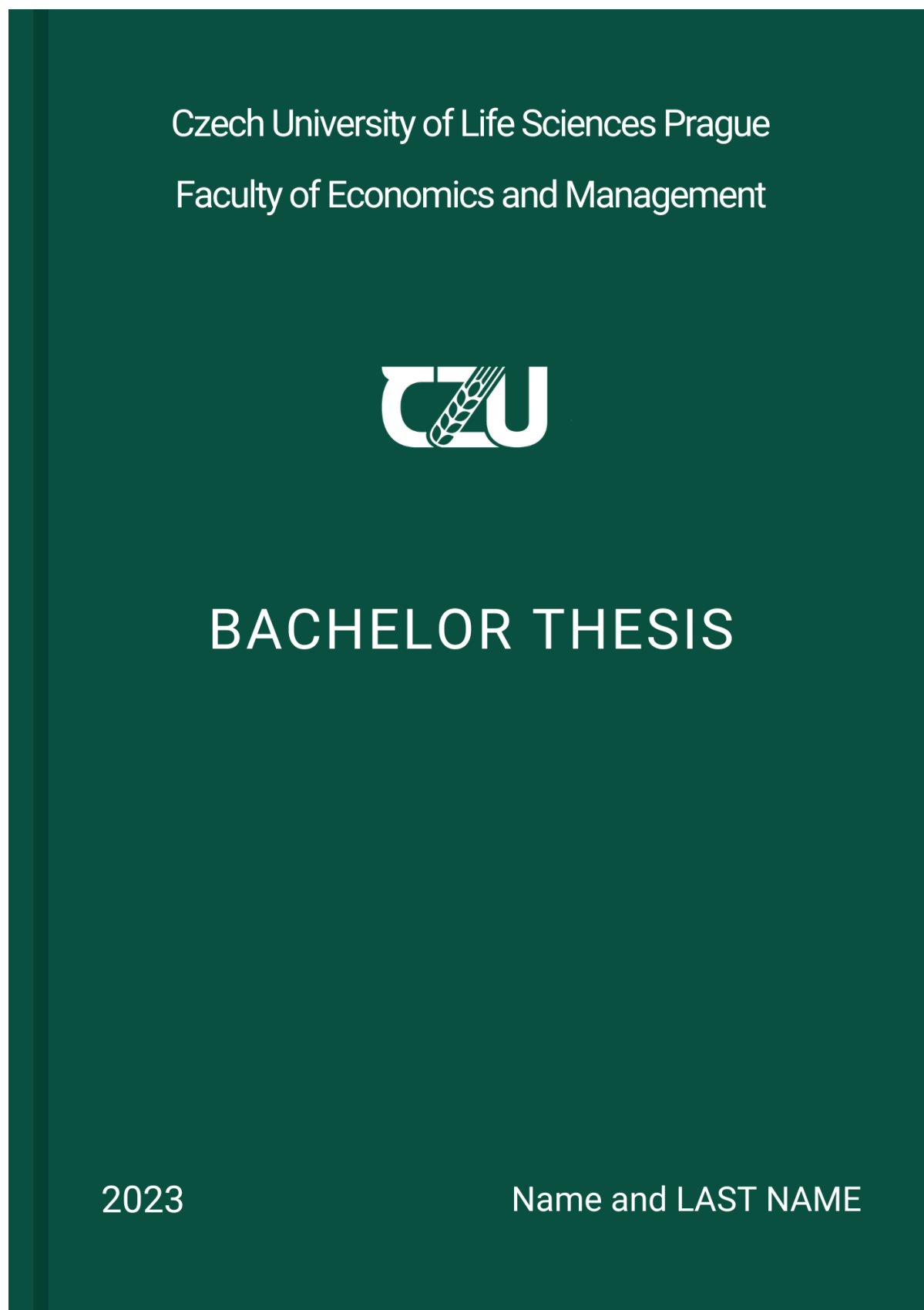
bold italics = items recommended only in certain cases

[square brackets] = items required only for a particular source

ITEMS (IN THE FOLLOWING ORDER)	STATUS
Author/s name of cited publication	Obligatory
[Year]	Obligatory - in case of reference author-date
Name of the cited unit	Obligatory
[Medium type]	Obligatory, unless the document is printed
[Map series designation]	Obligatory for maps only
[Measuring scale] (map, plans)	Obligatory for maps, plans etc.
Subheading	Optional
<i>Edition</i>	Obligatory, unless it is the first edition
Another author	Optional
Place and publisher	Obligatory
Date of publication	Obligatory*
<i>[Date of update/ revision]</i>	Obligatory, if on-line reference is available
[Date of citation]	Obligatory for on-line information sources
<i>Name and number of editions</i>	Obligatory, if cited unit is usually identified as part of the edition
Standard identifier of books, serials, and music (ISBN, ISSN and ISMN)	Obligatory, if available
[Accessibility]	Obligatory for on-line information sources
[Location]	Obligatory for printed information sources, if it is known the number of copies is limited
Other information can be added to any convenient location	Optional

Source: ČSN ISO 690, 2011

- For author-date style, the year is usually not repeated by publishers unless a precise date is required.



N.B.: Logotypes CZU are not obligatory items for the cover.