Title of the Thesis in Czech

Anotace

Text of the annotation in Czech. Approximately 10–15 lines.

Klíčová slova

Key Words in Czech in alphabetic order, separated by commas.

**Before using this template and writing your final thesis,
install the Inter font (**[**https://rsms.me/inter/**](https://rsms.me/inter/)**) on your computer.**

The first six pages of the thesis consist of:

1 & 2 title page of the thesis in English language (title page in Czech is not inserted in the thesis) automatically generated in IS STAG, not numbered

3 & 4 two-page thesis assignment inserted before the declaration, not numbered

5 & 6 author's declaration automatically generated in IS STAG, not numbered

Optionally:

7 & 8 acknowledgements, optional, not numbered, if you want to insert an acknowledgement, you must set the beginning of the numbering on the contents page from 11

Title of the Thesis in English

Annotation

Text of annotation in English. Approximately 10–15 lines.

Key Words

Key Words in English in alphabetic order, separated by commas.

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# List of Abbreviations

TUL Technical University of Liberec

GDP Gross Domestic Product

# List of Tables

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# Introduction

The text of the introduction, like the text of all other parts, is written in Normal style. To use it, just press the keyboard shortcut (left) Alt+`.[[1]](#footnote-2)

The styles throughout the template are defined so that you don't have to manually omit one free line between paragraphs and two between chapters.

Level 1 headings (i.e., main chapter headings) are numbered throughout the text; only the sections before the introduction and after the conclusion are usually no longer numbered. It looks clearer in the table of contents.

# Style Heading 1

Style Heading 1 is used for the main chapters. You apply it by pressing the Alt+1. Style Heading 1 always starts on a new page. It is defined in this way, you don't have to bother with it.

## Style Heading 2

The numbering of all headings is set automatically. To apply Heading 2 to the titles of the subchapters of the main parts of the thesis, press Alt+2.

When writing your thesis, make sure that there is always at least one paragraph of text between the different levels of chapter headings, e.g. explaining what the next subchapters will be about, why you are subdividing the chapter etc. Each chapter and subchapter should be divided into several paragraphs, otherwise it is not a chapter or subchapter.

### Style Heading 3

The third level heading is the last numbered level of headings. Please do not number the lower levels, and preferably do not break your text down to more than three levels. To apply style Heading 3 to the titles of the subchapters, use Alt+3.

If you are going to insert a table into the text, use the MS Word function for its caption: References tab → Insert Caption → select “Table” – the numbering will be inserted automatically and the word Table will also be inserted. Press Insert – add the caption of the table. **The table caption is always placed above the table.**

Table 1: For the table caption, use the Caption style (Alt+R shortcut)

|  |  |
| --- | --- |
| **The column header can be in bold.** | **The column header can be in bold.** |
| The Table Content style is applied to format the table content by pressing the ALT+T shortcut. | The Table Content style is applied to format the table content by pressing the ALT+T shortcut. |

Source: own

Each table and figure must have a source below it. To format it, use the Source style, keyboard shortcut Alt+Z. The source is right-aligned and follows the citation system described in the [directive of the dean](https://www.ef.tul.cz/en/document/1604) – appendix A. If the table or figure is the result of your own research, the source is given as “own”.

When you insert a figure, follow the same procedure as for a table to caption the figure, but select Figure from the References tab - Insert Caption menu and press Insert to add the figure caption. However, the **figure caption is always placed below the figure**, followed immediately by the Source, again right-aligned. Set the wrapping and position of the figure parallel to the text, and then format the figure itself using the Table Content style (Alt+T).



Figure 1: For the figure caption, use the Caption style (Alt+R shortcut)

Source: own

If you want to highlight a list of items, tasks or components in the text, it is recommended to use:

* Predefined style “Bulleted list”.
* The keyboard shortcut for this style is Alt+O.
* If possible, don't use lists with different layouts, different bullets, or multi-level lists.
1. Predefined style “Numbered list”.
2. The keyboard shortcut for this style is Alt+I.
3. If possible, don't use lists with different layouts, different types of numbering, or multi-level lists.

Does it seem to you that there are too many styles defined in the text and that the keyboard shortcuts will be confusing? Try printing out the following overview, hopefully it will help you get started. It is recommended that you avoid custom editing the formatting of your work if possible. Whenever you paste text from the Internet or other external source using the Copy-Paste method, follow these steps:

1. Think about whether you are not violating copyright and turning your work into plagiarized material. Be sure to indicate the exact origin of the text in the reference list and in the thesis itself.
2. Use the menu item Paste Options → select Keep Text Only. This will avoid the formatting of the entire text falling apart under your hands during the writing process.



Figure 2: List of Keyboard Shortcuts

Source: own based on (FARAH 2022)

# Conclusion

Conclusion is the last chapter of your thesis.

# List of References

Work on your list of references during the writing process and stick strictly to the following examples. For individual items of the reference list and citations, the References style (abbreviation ALT+E) is used. The format of the list of references is based on the Harvard citation system recommended for FE TUL students by the [directive of the dean no. 1/2016](https://www.ef.tul.cz/en/document/1604).

Just press ENTER at the end of the line and the next item of the reference list will be inserted. Each individual title or citation should have its own individual entry in the list.

Of course, you will remove the red notes throughout your thesis before printing or replace them with text that corresponds to reality!!!

Reference to a printed monograph:

BUREŠOVÁ, Jitka, 2019. *Building customer loyalty to clothing brands on Facebook.* Brno: Masaryk University Press. ISBN 978-80-210-9123-8.

When a publication has more than one author, all authors should always be listed – if possible. In the reference to sources with more than two authors placed in text of the thesis, only the surname of the first author is mentioned and the Latin abbreviation "et al." is added.

RYDVALOVÁ, Petra, Ivan JÁČ, Eva KARHANOVÁ HORYNOVÁ, Eva ŠTICHHAUEROVÁ, Magdalena ZBRÁNKOVÁ, Klára ANTLOVÁ, Naděžda PETRŮ and Jiří VACEK, 2017. *Typologie a hodnocení vitality rodinného podnikání.* Liberec: Technical University of Liberec. ISBN 978-80-7494-352-2.

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COYLE, John Joseph, Edward J. BARDI, and C. John LANGLEY, 2002. *Management of Business Logistics: A Supply Chain Perspective.* 7th ed. Boston, MA, USA: Cengage Learning. ISBN 978-8‑131‑50032‑3.

Reference to a journal article:

JUM'A, Luay, Dominik ZIMON, Muhammad IKRAM and Peter MADZÍK, 2022. Towards a sustainability paradigm; the nexus between lean green practices, sustainability-oriented innovation and Triple Bottom Line. *International Journal of Production Economics*, **245**(March): 108393. ISSN 0925-5273.

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Reference to a conference contribution or a chapter in a printed monograph:

CASELLI, Francesco, 2005. Accounting for Cross-Country Income Differences. In: Philippe AGHION and Steven N. DURLAUF, eds. *Handbook of Economic Growth*, vol. 1A. Haarlem, Netherlands: North Holland, pp. 679–741. ISBN 978‑04‑4452‑041‑8.

ZIPS, Sebastian, 2021. Did the CoVid19 Pandemic Boost Binge Watching? In: K. ANTLOVÁ and T. SEMERÁDOVÁ, eds. *Proceeding of the 15th International Conference Liberec Economic Forum 2021.* Liberec: Technická univerzita v Liberci, pp. 231–240. ISBN 978‑80‑7494-578-6.

Reference to a master thesis, Ph.D. thesis or a habilitation thesis:

CHERAGHALIZADEH, Romina, 2022. *The Effect of Social Media Marketing on Customer Relationships.* Liberec. Ph.D. Thesis. Technical University of Liberec, Faculty of Economics. Supervisor: doc. PhDr. Ing. Jaroslava Dědková, Ph.D.

SUKOVÁ, Lenka, 2021. *Organizační transformace a integrace podniku v průběhu životního cyklu.* Liberec. Dissertation (Ph.D.). Technical University of Liberec, Faculty of Economics. Supervisor: doc. Ing. Petra Rydvalová, Ph.D.

References to online sources:

If it is a news server or a website with a number of articles by different authors, a format similar to a journal article is used - see e.g. (OBRADOVIĆ and LOJANICA 2009) or (WOLF 2022), if it is a link to a specific document or database, a format similar to a monograph or a book is used - see e.g. (FARAH 2014), (CZSO 2022) or (WB 2022).

OBRADOVIĆ, Saša and Nemanja LOJANICA, 2022. Are Inflation Rates Stationary in the Western Balkan Countries? Evidence from Unit Root Tests. *Political Economy* [online], **70**(4): 395–420. [cit. 2022-12-19]. ISSN 2336-8225. Available from: <https://polek.vse.cz/pdfs/pol/2022/04/05.pdf>

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WB, 2022. *World Development Indicators* [online]. Washington, D.C., USA: World Bank Group [cit. 2022-12-19]. Available from: <https://databank.worldbank.org/>

# List of Appendices

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[Appendix B Style Appendix – Heading 1 22](#_Toc122340033)

The page with the list of appendices is the last page that counts within the scope of the thesis and also the last item in the table of contents. You can only update the list of appendices. Just right-click on it and select Update Table of Contents → Update Table. Even if you don't do this, all fields (including table and figure numbering) are always updated automatically before the document is printed out.

1. Style Appendix – Heading 1

In appendices, use the specific style to indicate only the main heading of each inserted appendix. For this purpose, the style Appendix – Heading 1 is created with the Alt+P keyboard shortcut.

The pages of the appendices are numbered continuously, as are any footnotes[[2]](#footnote-3) in the appendices of the thesis.

1. Style Appendix – Heading 1

And that's about it. If you have any questions or problems, please do not hesitate to write to your thesis supervisor. ;-)

1. You'll find the ` button to the left of 1, below the Esc key and above the Tab key.

 To use the Footnote Text style, just press (left) Alt+U. [↑](#footnote-ref-2)
2. Also the footnotes in appendices are formatted using the Footnote Text style, just press Alt+U. [↑](#footnote-ref-3)