

**Binding Structure of the Final Ph.D. Thesis and
Presentation of the Final Ph.D. Thesis
for Ph.D. Study Programmes:
Economics and Management, Business Administration and
Management, System Engineering and Informatics
Faculty of Economics, Technical University of Liberec**

Binding Structure of the Final Ph.D. Thesis:

Binding structure of both Final Ph.D. Thesis and its presentation encapsulates the requirements of Directive of the Rector No. 5/2018 on *Interinstitutional Style and Publication of Bachelor's, Master's, Doctoral, Doctoral and Habilitation theses, TUL Study and Examination Regulations* and the recommendations of the ISO 7144 on *Documentation - Formal Presentation of theses and similar documents* and ISO 690 on *Information and documentation - Guidelines for bibliographic references and citations to information resources*.

Final Ph.D. Thesis is a document that introduces the postgraduate student's research and its outcomes, demonstrates the student's ability to research independently in a creative way, and which is presented by the student in support of obtaining a Ph.D. degree. The final Ph.D. thesis contains published results of the student's research work or results accepted for publication, namely in scientific journals.

On the basis of this standard, the Subject - Area Boards of the above-mentioned PhD Study Programmes doctoral studies set out this binding structure for the final PhD thesis:

The final PhD thesis contains:

- an introduction;
- the body of thesis;
- appendices;
- conclusion.

Introduction includes:

- Front cover and the inside front cover page. Front cover is in the corresponding language and is in accordance with the Directive of the Rector No. 5/2018. Front cover pattern is indicated at the Technical University of Liberec website;
- Front page/the title-leaf is generated from the IS STAG in the corresponding language, the topic of the final Ph.D. thesis is not stipulated;
- Declaration of the author on intellectual property or copyright in the language of the final Ph.D. thesis. The Declaration of the author is generated together with the front page/the title leaf from IS STAG;
- The title and abstract (presented in both Czech and English languages) of a maximum one-page range, processed according to ISO 214 on *Documentation - Abstracts for publications and documentation*; Abstract is a brief characteristic of the final Ph.D. thesis in terms of its content, its purpose and its scientific findings;
- Key words presented in both Czech and English languages;
- The Table of Contents;
- A list of used symbols and abbreviations (in an alphabetical order);
- A list of Tables and Figures (along with the page number on which they are printed).

- The page number first appears in the "content" section. Page numbers are not displayed for previous sections. The page numbering includes all sections, starting with the front page/the title leaf.

The body of thesis contains:

- Preface;
- Objectives of the final Ph.D. Thesis;
- Overview of the current situation of research in the area of the topic of the final Ph.D. thesis (bibliographic research), including the bibliographic references;
- Methods and the description of the author's solution and the research results;
- Original authorial results and their application primarily in publicly reviewed scientific publications and projects;
- Assessment of the findings with an emphasis on significant benefits to the science or practice;
- Recommendation for continuation in research;
- Conclusion;
- References processed in accordance with ISO 690 on *Information and Documentation - Guidelines for bibliographical references and citations of information sources*.
All documents referred in the main section of thesis are stipulated in the part on "Citations". Only the bibliography referred in the text shall be mentioned in this part. All bibliographic references are listed alphabetically by authors and year of publication (Harvard style). The form of either continuous footnotes or a name, year form are applied in the entire text;
- Bibliography part – contains documents not referred in the main part of the document. However, these documents are stated as supplementary information. All documents are processed in accordance with ISO 690 on *Information and Documentation - Guidelines for bibliographical references and citations of information sources*.

Appendices:

- Part on Appendices contains additional information supplementing the main text, such as explanation of the research methods and techniques summarized in the text, pictorial documentation, user manuals and instructions, etc.;
- Providing that appendices are extensive, they may be bound as a separate part;
- Particular appendices are determined as "Appendix", indicated in capital letters of the alphabet (Appendix A, Appendix B, etc.). Each appendix shall begin with a new page.
- The list of appendices is included in the page numbering and the page number of the list is displayed.
- The number of appendices is not included in the page numbering. The page number is displayed.

Conclusion includes:

- the index (not required);
- the acknowledgement (not required);
- the erratum (if required);
- the back page cover and inside back cover page;
- the addendum (electronic version of the final Ph.D. thesis provided on a data carrier).

Recommended scope of the final Ph.D. thesis is of 120 up to 150 standard pages, appendices excluded. The final Ph.D. thesis is printed double-sided. The thesis is submitted in three copies. The title pages, appendices, and the references do not count towards the scope.

Binding Structure of the final Ph.D. thesis presentation:

The structure shall be in accordance with the structure of the final Ph.D. thesis and shall contain:

1. An introduction is in accordance with the final Ph.D. thesis binding structure (i.e. front cover page, a title-leaf, confirmation statement, abstract both in Czech and English languages, table of contents, a list of used symbols and abbreviations (in an alphabetical order).
2. Preface to the main section.
3. Overview of the current situation of research in the area of the topic of the final Ph.D. thesis (bibliographic research), including the bibliographic references.
4. Definition of the final Ph.D. thesis objectives.
5. Stating the methods of research and processing.
6. Main authorial results obtained in the thesis with the emphasis on the original research and application of the findings primarily in publicly reviewed scientific publications and projects.
7. Conclusion.
8. A list of bibliographic citations used in the final Ph.D. thesis presentation.
9. A list of publications of the postgraduate student including the author's share.
10. A list of citations (responses) on postgraduate's publications.
11. Functional Curriculum Vitae (chronological order, no personal data).

Recommended scope of the final Ph.D. thesis presentation is of 20 up to 24 standard pages.

The number of pages of the paper should be divisible by four to create a brochure. The final Ph.D. thesis presentation is submitted in the form of an A5 brochure, bound into the so-called "V1 binding, i.e. a sewn binding". The folder is printed on a cardboard of a green colour.

The final Ph.D. thesis presentation is submitted in the number of 10 copies as well as in electronic version provided on a data carrier (identical to the one with the final Ph.D. thesis)

Appendix A – Bibliographic Citation Patterns (in accordance with the Directive of the Dean 1/2019)

- (1) A standardized-format software [Zotero](#) is recommended for citations and bibliographic references. The software video tutorial is available on [YouTube](#). The citation style ČSN ISO 690 is applied.
- (2) First names written out in full or the initials can be applied in all types of documents. However, only one of these two options is ever used for all items in the list of sources used.
- (3) Standard

ČSN ISO 690:2010, 2011. *Informace a dokumentace – Pravidla pro bibliografické odkazy a citace informačních zdrojů*. Praha: Úřad pro technickou normalizaci, metrologii a státní zkušebnictví.

Stipulated standard contains both mandatory and facultative data. Provided that the standard is in a conflict with the rules of Czech spelling within some parts, then the rules of Czech spelling are preferred and applied!

- (4) Printed Monograph

BUREŠOVÁ, Jitka, 2019. *Budování loajality zákazníků ke značkám oblečení na Facebooku*. Brno: Masaryk University Press. ISBN 978-80-210-9123-8.

For a monograph with multiple authors. Under the new version of the above standard, **all names** are entered if possible. The name of the first author is given inversely, and the name of the last author can be separated by the “and” link.

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

SEMERÁDOVÁ, Tereza a Petr WEINLICH, 2019. *Website Quality and Shopping Behavior – Quantitative and Qualitative Evidence*. Cham, Switzerland: Springer International Publishing. ISBN 978-3-030-44440-2.

Edition data are applied only if the second or subsequent edition is concerned.

KUNEŠOVÁ, Hana, Aleš KOCOUREK, Pavla BEDNÁŘOVÁ, Eva CIHELKOVÁ a Miloš NOVÝ, 2014. *Světová ekonomika: nové jevy a perspektivy*. 3. vyd. Praha: C.H. Beck. ISBN 978-80-7400-502-2.

- (5) Journal Article

ŠTICHHAUEROVÁ, Eva, Miroslav ŽIŽKA a Natalie PELLONEOVÁ, 2020. Comparison of the Significance of Clusters for Increasing Business Performance. *Journal of Competitiveness*, **12**(3): 172–1889. ISSN 1804-171X.

- (6) Contribution in Scientific Collection

MYSLIVCOVÁ, Světlana, Kateřina MARŠÍKOVÁ a Jaroslav DEMEL, 2021. Employability of University Graduates: The Influence of Covid-19 Pandemic. In: ANTLOVÁ, Klára a Tereza SEMERÁDOVÁ (eds.). *Proceedings of the 15th International Conference Liberec Economic Forum 2021*. Liberec: Technical University of Liberec, s. 405–413. ISBN 978-80-7494-578-6.

(7) Dissertation Thesis and/or Habilitation Dissertation

SUKOVÁ, Lenka, 2021. *Organizační transformace a integrace podniku v průběhu životního cyklu*. Liberec. Disertační práce (Ph.D.). Technická univerzita v Liberci, Ekonomická fakulta. Vedoucí práce: doc. Ing. Petra Rydvalová, Ph.D.

(8) Electronic Online Sources

UNGERMAN, Otakar a Jaroslava, DĚDKOVÁ, 2019. Model of the Circular Economy and Its Application in Business Practice. *Environment, Development and Sustainability* [online], 22(4): 3407–3432. [cit. 2021-08-24]. ISSN 1573-2975. Dostupné z: <https://link.springer.com/content/pdf/10.1007/s10668-019-00351-2.pdf>

ČSÚ, 2020. *Statistická ročenka Libereckého kraje 2020* [online]. Liberec: Český statistický úřad [cit. 2021-08-24]. ISBN 978-80-250-3002-8. Dostupné z: <https://www.czso.cz/csu/czso/statisticka-rocenka-libereckeho-kraje-2020>

PROQUEST, 2021. *Databáze článků ProQuest* [online]. Ann Arbor, MI, USA: ProQuest. [cit. 2021-09-26]. Dostupné z: <http://knihovna.tul.cz>

(9) For referring the sources used in the text of the thesis, the Harvard referencing style is applied, i.e. **the authors' last name and the year of publication**:

- The author's last name and the year of publication in round brackets placed within the text.
- When citing a source with more authors, the first author's surname should be stated followed by 'et al'.
- No Author: If possible, use the organisation responsible for the post in place of the author.
- If this institution is also unknown, the abbreviation "Anon" (i.e. (anonymous) is applied.
- If directly quoted, page number in round brackets is placed after the year of publication.

(10) The list of citations at the end of the thesis is arranged alphabetically by authors' surnames and at the second level by year of publication.

Example:

Fojtíková a kol. (2014, s. 301) definuje globalizaci jako „objektivní a přirozený proces, který je poháněn expanzí mezinárodního obchodu, zvýšenou mobilitou kapitálu a pracovní síly.“ a ukazuje, že tento proces je sice spontánní, ale často bývá podporován nadnárodními společnostmi a mezinárodními organizacemi (Fojtíková et al. 2014). Také díky tomu nabízí globalizace mnohé příležitosti, ale neskýtá žádné jistoty (Kraft a Fárek 2012).

References:

FOJTÍKOVÁ, Lenka, Kateřina DVOROKOVÁ, Radomír KAŇA, Monika MRLINOVÁ, Eva KOVÁŘOVÁ, Jana KOVÁŘOVÁ, Lukáš MELECKÝ, Michaela STANIČKOVÁ, Boris NAVRÁTIL a Eva POLEDNÍKOVÁ, 2014. *Postavení Evropské unie v podmínkách globalizované světové ekonomiky*. Ostrava: Vysoká škola báňská – Technická univerzita Ostrava. ISBN 978-80-248-3333-0.

KRAFT, Jiří a Jiří FÁREK, 2012. *Světová ekonomika v epoše globálních změn*. Liberec: Technická univerzita v Liberci. ISBN 978-80-7372-910-3.

(11) Citing direct quotations and indirect quotations is distinguished.

- a) **Direct quotations** - an exact copy of the original, including punctuation, keeping the original language, the quotations are placed in quotation marks (text usually in italics), followed by a reference to the source. No text modifications are permitted in the direct citation! Provided that the author adds some information, or even highlights it, the author's note is indicated in the parenthesis. For texts in foreign languages, the author provides relevant translation (after the original text). The amount of direct citations shall not exceed 5%-10% of the text scope.
- b) **Indirect quotations** - paraphrase or summarize the words of another writer and put in own words. The reference source is always indicated in accordance with Bibliographic Citation Patterns. Indirect quotations are not put in quotation marks, only the source applied is indicated. The amount of indirect quotations is limited. When citing bibliography, however, the provisions of Act No. 121/2000 Coll., on Copyright Law, on rights related to copyright and amending certain laws (copyright law) are taken into account. The [§ 31](#) states that the Copyright Act is not infringed by the person who, **to an extent justified**, uses the excerpts from published works of other authors in his/her work. The degree of the "justified extent" is not determined by law, but it follows from the logic and rationality, that citing of a single work is not of an extensive scope.

Appendix B – Template of the front page cover of the final Ph.D. thesis presentation

TECHNICAL UNIVERSITY OF LIBEREC

Faculty of Economics

TOPIC OF THE FINAL Ph.D. THESIS

FINAL THESIS
PRESENTATION

20XX

Ing. Jan Novák

TOPIC OF THE FINAL Ph.D. THESIS

Final Ph.D. Thesis Presentation

Study Programme: P6208 – Economics and Management
Subject-Area: 6208V097 – Business Economics and Management ¹

Author: Ing. Josef Novák
Supervisor: doc. Ing. Jan Školitel, Ph.D.

¹ **Students** of ongoing PhD Study Programme of Economics and Management of the Subject-Area of Business Economics and Management indicate: P6208/6208V097.

Students of PhD Study Programme of Business Administration and Management indicate: P0413D050020BAM.

Students of PhD Study Programme of System Engineering and Informatics of the Specialization of Managerial Informatics indicate: P0688D140006MI.

Appendix C – Template of the other side of the final Ph.D. thesis presentation

The Final Ph.D. Thesis came into existence within a full-time Ph.D. study/a distant type of Ph.D. study at the department of within the Faculty of Economics, Technical University of Liberec.

PhD Student: Name and Surname
Faculty of Economics, Technical University of Liberec
Department

Voroněžská 13
461 17 Liberec 1

Supervisor: Name and Surname
Faculty of Economics, Technical University of Liberec
Department

Voroněžská 13
461 17 Liberec 1

The final Ph.D. thesis presentation sent on: DD/ MM/ YYYY

The Final Ph.D. Thesis Defence is held on DD/ MM/ YYYY at the committee for the defence at the Faculty of Economics, Technical University of Liberec, Voroněžská 13, Liberec 1, Boardroom of the Dean's Office.

The final Ph.D. Thesis can be read at the department of..... at the Faculty of Economics, Technical University of Liberec.

prof. Ing. Jiří Kraft, CSc.
Chair of Subject-Area Board at the Faculty of Economics
PhD Study Programme of Economics and Management

prof. Ing. Miroslav Žižka, Ph.D.
Chair of Subject-Area Board at the Faculty of Economics
PhD Study Programme of Business Administration and Management

doc. Ing. Klára Antlová, Ph.D.
Chair of Subject-Area Board at the Faculty of Economics
PhD Study Programme of System Engineering and Informatics