

DIPLOMA THESIS SEMINAR WORK WITH SPECIALIZED TEXT

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FINAL THESES

Act No. 111/1998 Coll., on higher education institutions

§ 45, paragraph (3)/§ 46, paragraph (3): The degree programme is completed with a final state examination that as a rule includes the defence of a Bachelor thesis/... is the defence of a Diploma thesis.

§ 62, paragraph (1), letter (f): To propose a topic for his/her Bachelor thesis, Master thesis, advanced Master thesis or doctoral thesis.

§ 47b, paragraph (1): Higher education institution **are obliged to make public, at no profit to themselves**, Bachelor, Master, Doctoral and Advanced Master theses that have been defended at their institutions, including the readers' reports and the document on the course of the defence and the results of the defence. The institution will do this by making available a database of these theses. The means of providing access to these theses is stipulated in the internal regulations of the higher education institution.

FINAL THESIS

Act No. 111/1998 Coll., on higher education institutions

§ 47b, paragraph (2): Bachelor's, Master's, Doctoral, and Advanced Masters' theses that have been submitted by the candidates for defence must also be **made available to the public** at least five days before the defence at a place designated for this purpose in the internal regulations of the higher education institution, and where this is not the case, in the department or other place at the higher education institution where the defence of the thesis will be taking place. Any individual is entitled, at his/her own expense, to make extracts, copies or photocopies of theses thus made available.

§ 47b, paragraph (3): **By handing in a thesis**, its author automatically gives assent to its being made public pursuant to the provisions of the Act, irrespective of the result of the defence.



FINAL THESIS

Article 12 of the Study and Examination Regulations of the Technical University of Liberec

Studies in a Bachelor/Master study programme are completed by the State Final Examination, a part of which is (usually) the defence of Bachelor/Diploma Thesis.

The Study and Examination Regulations further set rules for assessing Bachelor/Diploma Thesis by its supervisor and by an opponent, rules for the contents of the opponent report, the right of a student to obtain the evaluations and opponent report three working days before the defence at the latest and rules for filing the Bachelor/Diploma Theses.





FINAL THESIS – DEADLINES AND NEWS

Rector's Directive No.5/2018

The final work is an **original**, content-wise professional written work, which the student prepares **independently**, listing all the sources used, own and foreign, and in consultation with the supervisor of the final work. and consultant.





FINAL THESIS – DEADLINES AND NEWS

Rector's Directive No.5/2018

The **bachelor's thesis** proves that the student is able to study the relevant literature and **critically evaluate it**, implement the objectives of the bachelor's thesis at the appropriate level and write a report on it. The level of the bachelor's thesis corresponds to the knowledge acquired during the bachelor's study.

The **diploma thesis** proves that the student is able to **independently** solve a given **professional task** related to the field of his master's study, use appropriate professional procedures acquired during the study, **organize information** from primary and secondary sources into a meaningful whole and defend the approach. The diploma thesis corresponds to the knowledge and competencies acquired during the master's study and demonstrates **mastery of professional issues and methodology**.



FINAL WORK

Directive No. 1/2019 Final (diploma or bachelor's) thesis at the Faculty of Economics TUL, effective from July 1, 2019

The aim of the final work is to demonstrate the ability to apply theoretical and practical knowledge and skills that the student acquired during the study.

FINAL WORK

- **March** - focus and brief syllabus of the final work,,
- **12. 4.** - approval of the framework assignment by the supervisor of work in IS STAG: "VŠKP basis for the student to be completed",
- **April - September:** the student can edit in IS STAG and after consultation with the supervisor add data: final title - max. 100 characters, syllabus of about 5 points, the most important literature - about 5 sources, 1-2 foreign, the name of the consultant - company name is not necessary. The student saves the data in IS STAG and moves the assignment to the phase: "The student completes the supplementary document VŠKP".

FINAL WORK

□ **September** - the thesis supervisor checks the data in IS STAG, or data can be modified. The basis for the assignment is either approved ("The student's VŠKP supplementary document approved by the teacher") or returned to the student for completion ("The student's VŠKP supplementary document rejected by the teacher"). In case of return, the student must correct the assignment immediately, otherwise he will be without the assignment and will not be able to submit the work.

□ **by 15 October** - the head of the department agrees on the specific assignment of VŠKP in IS STAG.

□ **by 31 October** - the dean approves the assignment in IS STAG. The secretariat of the department will complete the validity of the assignment (2 years).

FORMAL ADJUSTMENT

ISO 7144. *Documentation - Presentation of theses and similar documents*. Praha: Český normalizační institut, 1997. 14 s. Třídící znak 01 0161.

ISO 5966. *Documentation - Presentation of scientific and technical reports*. Praha: Český normalizační institut, 1996. 32 s. Třídící znak 01 0173.

ISO 214. *Documentation - Abstracts for publications and documentation*. Praha: Český normalizační institut, 2001. 16 s. Třídící znak 01 0148.

TASKS FOR SEPTEMBER

- 1 Specify the name of the final thesis** - it is concise (it may not contain the name of the company where the problem is solved, it does not include methods of solution – e.g. analysis).
- 2 Clarify the goal of the final thesis** - what will be solved, how to deal with it, what will be the output.
- 3 Prepare your final work assignment** - about 5 main points (e.g. to process a literary research in the field ..., to analyze ..., to propose measures for improvement ..., to evaluate economically ...).
- 4 Recommend about 5 key sources of literature** - monographs, journal articles including foreign.
- 5 Recommend a supervisor** (from a company) – find out a position and the company name.
- 6 Contact the future supervisor in time.**

DIVISION

- a) Introductory part;
- b) Main text part;
- c) Attachments;
- d) Final part \neq conclusions

INTRODUCTORY PART

- a) Front cover and the second page of the cover;
- b) Title page;
- c) Pages with errata (corrections);
- d) Bachelor / diploma thesis assignment;
- e) Declaration;
- f) Annotation and key words in Czech and English;
- g) (Preface);
- h) Contents;
- i) List of illustrations and tables;
- j) List of abbreviations and symbols.


FRONT COVER

It follows the directive of the rector No.5/2018.

The sample is available on the website:
<https://www.tul.cz/document/8580>

When assigning the work at VŠP, it is sufficient to report only the faculty, the name of the work and the name of the author. VŠP produces front covers according to the pattern.

TECHNICKÁ UNIVERZITA V LIBERCI
Název fakulty



BAKALÁŘSKÁ PRÁCE

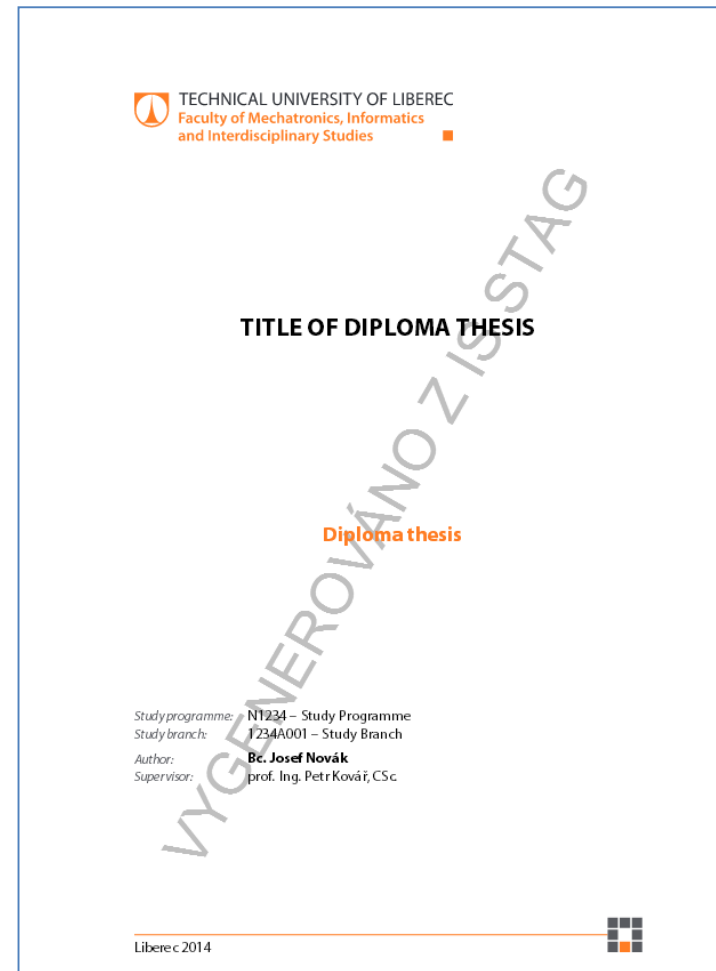
Liberec 2018

Jméno a příjmení

TITLE PAGE

The form of the title page is generated directly from IS STAG. Each faculty has its visual style. It is mentioned in the language of the thesis.

The title page needs to be printed in color.



ERRATA

Page of corrections, usually freely inserted behind the title page. The top of the worksheet contains: the title and subtitle of the diploma thesis, full name of the author, place and date of submission.

Example:

Page	Line	Incorrect	Correct
74	12	ecnomic	economic

ANNOTATION

Brief and linguistically condensed information on the topic of the work, its conception and its scientific value. It is part of a bibliographic record

Annotation should include:

- a) Type of document (diploma thesis),
- b) Main topic,
- c) Problem, subject and purpose of work,
- d) Thesis results,
- e) Author's own contribution,
- f) Brief information about the author.

Standard length of the annotation is on average 10 lines.

PREFACE

It contains the reasons that led to the elaboration of the diploma thesis or research, its subject, objective and purpose, thanks for help, financial support, consultation and discussion with the supervisor and other specialists.

In the preface, the author can emphasize the importance of the work, bring it to context and invite for expert discussion. The preface ends with an indication of the place, date and name of the author of the work (without titles).

It is not a typical part of a diploma or dissertation thesis.

(GERŠLOVÁ, Jan, Vademékum vědecké a odborné práce, p. 138).



CONTENTS

It must include the **titles of the main subdivisions of the thesis** and all annexes together with the numbers of their pages.

The first information about thesis quality, perfect graphic layout required. The number of levels depends on the extent of the work, the **diploma thesis should have no more than three levels.**

These chapters are not numbered: preface, introduction, conclusion, lists of used literature, attachments, tables and pictures, abbreviations and symbols.





LIST OF FIGURES (PICTURES) AND TABLES

All illustrations (usually marked as figures) - i.e. charts, drawings, photographs - and tables must be listed in special lists.

The lists include:

- a) Figure and table number;
- b) Figure or table name (for long names you can shorten to the first sentence that is sufficient for explanation);
- c) The page number on which they can be found.



LIST OF ABBREVIATIONS AND SYMBOLS

In the contents, they follow the List of Figures and Tables.

Abbreviation – abbreviated expression. They must be explained when they first occur in the text. **Example:** localization coefficient (further LQ).

Symbols – names of currencies, units, not followed by a dot.

In addition, all abbreviations and symbols should be listed in alphabetical order.

Abbreviations and symbols commonly used are not listed (e.g., etc., ad., CZK, kg...).

ATTENTION! See is not an abbreviation, but an imperative form of the verb "to see."



MAIN TEXT PART

- a) Introduction;
- b) Aim of the thesis;
- c) Description of the current situation (literature research);
- d) Solution description;
- e) Original research results;
- f) Evaluation with the emphasis on the author's own contribution;
- g) Conclusions;
- h) List of bibliographical citations;
- i) Bibliography.





INTRODUCTION

WHAT research topic was followed.

WHAT on the contrary was not followed (what the author does not deal with).

WHY the topic was chosen (topical issue, necessity).

OVERVIEW of past and present literary research (selection of essential conclusions and topics from literature).

OBJECTIVES of the thesis (planned contribution of the author to the topic).

METHODS of processing.

STRUCTURE of the work is introduced , but not a summary of the headings of the individual chapters.





OBJECTIVES OF THESIS

Main objective – clear, concise, demanding but achievable. It must include the student's own contribution and his/her achievement to demonstrate the ability to apply theoretical knowledge in solving real problems.

Assessing whether the objective has been achieved is the role of each opponent and the Review Panel (Committee) in the defense.



TEXT CONSTRUCTION

- a) **Chronologically** – capturing development in time sequence.
- b) **Systematically** – if the aspects and points examined have the same weight.
- c) **Hierarchically** – if results and facts have different levels of materiality.
- d) **Deductively or inductively** - if the hypothesis is the determining factor of the entire work. The deductive breakdown is based on the hypothesis and tries to prove it. On the contrary, the inductive structure tries to derive the thesis and the hypothesis from the obtained materials.
- e) **Cause - consequence** - if the findings are causal.
- f) **Comparative** - individual facts are analyzed and evaluated and their results compared to each other. Looking for similarities and differences - between phenomena and facts.

Source: GERŠLOVÁ, Jana, Vádemékum vědecké a odborné práce, pp. 66-67.



FORMAL EDITING

- ❑ **Paper** – A4 (210 x 297 mm), white, rec. weight 90 gr/m²,
printed **on both sides** from annotation,
- ❑ **Margins** – **25 mm all, 30 mm at the book spine,**
- ❑ **Font** – rec. serif font (Times New Roman), size 12 in the text,
the use of various fonts is not recommended, mainly changing
from serif font to sans serif font (e.g. Arial).
- ❑ **Spacing** – usually 1.5.
- ❑ **Highlighting the text** – *italics* or **bold letters** are
recommended. I n t e r l a c e d letters and underlining are not
recommended (worsens reading). CAPITAL LETTERS are used in
bibliographic citations.

FORMAL EDITING

Chapters

- Each chapter must begin on a new page.
- Chapters are only numbered at the core of work (not including content, introduction, conclusion ...).
- It is recommended to number up to 3 levels using Arabic numerals.
- There is no dot after the last digit.
- There is no dot after the title of the chapter.
- The chapter should contain at least a short text.

FORMAL EDITTING

Example of numbering chapters

1 **Headline Title (Chapter)** - font size 20 to 24 b, always on the new sheet

Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text.

1.1 **Second level headline title (section)** – size more or less 16 points

Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text.

1.1.1 **Third level headline title (sub-section)** - size more or less 14 points

Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text. Below the headline title there is the text.

FORMAL EDITING

Paragraph´s formatting

- Most often, the text is aligned to the block.
- The first line of a new paragraph may be indented by 0.5 cm, then a free line is not left between the paragraphs. An exception was the first line of the paragraph at the beginning of the chapter that was not indented.
- If the first line of the paragraph is not indented, then one line is omitted between the paragraphs.
- The paragraph should be reasonably long.

FORMAL EDITING

1 Chapter headline

The first line of the chapter paragraph is generally indented. However, this rule is not being respected. As a rule, this paragraph is also indented.

The first line of the second paragraph should already be indented, usually by about 0.5 cm. The first lines for the other paragraphs under this chapter will also be indented. There is no blank line between paragraphs.

1 Chapter headline

Here is an alternative way to format paragraphs. The first lines of paragraphs are not indented. There is a blank line between paragraphs.

The second paragraph, as we see, is not indented. This style is common in foreign literature and was later promoted in the Czech Republic as well. The traditional way used in the Czech Republic is listed above.

FORMAL EDITING

Page numbering

There are several ways how to number the pages. The most commonly used numbering is using Arabic numerals. Placement of a page number is not given: it may be in the header (less usual) or in the footer (the most common way), right, left or center.

The right, face, side must always have an odd number.

Empty pages on **double-sided printing**, the so-called **vacat pages**, are also numbered.

FORMAL EDITING

Page numbering

In the case of one-sided printing, the page number is displayed in the middle of the footer or the outer edge.

For two-sided printing, page numbers are listed at the outer edge.

Page numbers do not appear on the title page, the entry, statement, and annotation page - but they are part of the total number of pages (the title page has an imaginary number of 1). The first page containing the number is therefore the contents (pages 7 or 8).



TABLES

- ❑ Each table must have a name, description and a number (e.g. Table 1).
- ❑ Descriptive text is displayed above the table with an Arabic numeral.
- ❑ The **data source** (source) is listed **below** the table.
- ❑ It is recommended that the table is placed close to its first quotation in the text.
- ❑ If the table is not listed immediately in the text that discusses it, you should also include the page number on which the table is located.
- ❑ The numbering can be continuous (Table 1, Table 2, Table 3 ...) or separate (chapter number + sequence number of table within the chapter, e.g. Table 2.1, Table 2.2 etc.).



TABLES

- ❑ The tables in the appendices are marked with an appendix and a number (e.g. Table A1).
- ❑ Header and footer must be clearly separated from the other parts of the table.
- ❑ Header of the table – contents of columns.
- ❑ Caption – description of line contents.
- ❑ It is recommended to use the same number of decimal places.
- ❑ It is recommended to write labels and data in the table with a letter of 1 point smaller than the main text (e.g. font 11)
- ❑ The width of the columns is preferably the same.
- ❑ It is desirable to highlight the summary data in bold.

EXAMPLE OF TABLE DESCRIPTION

Table 5.7: Time spent with containers in individual phases (days)

Table 5.7. Time spent with containers in individual phases (days)

Table 5.7 – Time spent with containers in individual phases (days)

ALTERNATIVES

Phase	Time in system	Lead time	Service time
Setting up	0.0112	0.0008	0.0104
Transfer	0.0500	0.0357	0.0143
Transport	0.2154	0.0488	0.1666
Unloading	0.0158	0.0019	0.0139
Total	0.2924	0.0872	0.2052

Source: SIXTA, Josef and Miroslav ŽIŽKA, Logistika: Metody používané pro řešení logistických projektů, s. 135. OR Sixta (2009, p. 135).

ILLUSTRATIONS (PICTURES, FIGURES)

- They are used to a reasonable extent if they immediately document the interpretation of the issue.
- They are indicated by the abbreviation Fig. and a number, in the same way as tables.
- The text is below the picture.
- Source is also below the picture.
- Illustrations created by the authors themselves are preferred.
- The scanned images must be at 300 dpi resolution.
- Images from the Internet can not usually be used, they have a low resolution (72 dpi).

EXAMPLE OF ILLUSTRATION DESCRIPTION

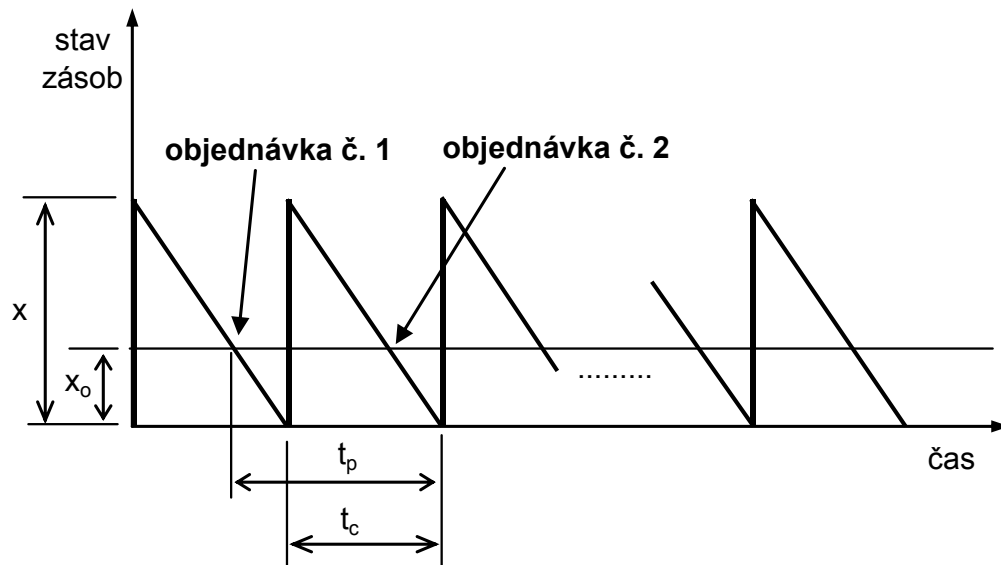


Fig. 4.12: Order on the road

Source: SIXTA, Josef and Miroslav ŽIŽKA, Logistika: Metody používané pro řešení logistických projektů, p. 81.

OR

Fig 4.12: Objednávka na cestě (Sixta, 2009, p. 81)



EQUATIONS AND FORMULAS

- ❑ Except for simple expressions to write them, we use an [equation editor](#). Variable are written in *italics*.
- ❑ They are aligned to the left edge.
- ❑ The surrounding text is separated by a space.
- ❑ They are numbered continuously throughout the text or within a section.
- ❑ The numbers are enclosed in parentheses () and aligned to the right banner.
- ❑ In the text we refer to the equations and formulas, for example, as given in formula (5).



EXAMPLE OF FORMULA DESCRIPTION

The function of total expected costs (4.13) for period t consists of three components, the first component expresses the expected storage cost for the situation $x > y$, the second component the size of these costs in the case of $x < y$, and the last component gives the expected cost size due to insufficient stock availability.

$$N_c(x) = c_s \sum_{y=0}^x \left(x - \frac{y}{2} \right) p(y) + c_s \sum_{y=x+1}^{\infty} \frac{x^2}{2y} p(y) + c_z \sum_{y=x+1}^{\infty} \frac{(y-x)^2}{2y} p(y) \quad (4.13)$$



RULES FOR ALIGNING FORMULA

Aligning is allowed **before** the symbol EQUALS or after math symbols of plus, minus, multiplication or division.

$$N_o(5) = N_o(4) \cdot p(0) + N_o(3) \cdot p(1) + N_o(2) \cdot p(2) + N_o(1) \cdot p(3) + N_o(0) \cdot p(4) = 1\,006 \cdot 0,10 + 783 \cdot 0,1333 + 430 \cdot 0,2333 + 300 \cdot 0,2667 + 3\,000 \cdot 0,1667 = \mathbf{885 \text{ ks}}$$

$$x = \frac{123\,456}{23}$$

Numerator must be divided from denominator by slash which is as long as the longer of both figures.

In a continuous text, we try to limit fractions to one level, e.g. $\sqrt{(2Qc_p/c_s T)}$.



LIST OF BIBLIOGRAPHIC CITATIONS

Bibliographic records must conform to the ISO 690 (new edition March 2011).

List of used literature should be divided into two parts:

- 1. Citations** – all the documents directly and indirectly cited to which the text of the thesis refers;
- 2. Bibliography** – the other additional documents and literature.

APPENDICES

In appendices we provide **other additional information** that would be disturbing and not necessary for understanding in the main text.

Numbering the appendices draws on the main text. Each appendix must begin **on a new page**.

Appendices **are marked by capital letters**, they must contain the word Appendix, e.g. Appendix A, Appendix B, Appendix C etc.

If the appendix is divided into sections, these must be marked with a letter of the appendix, e.g. Chapter A2.

Similarly, tables and figures are marked, for example Table A1, Table A2, Fig. B3, Fig. C6 etc.



LITERATURE RESEARCH

We use primary and secondary sources

Primary sources – relate directly to a given topic, e.g. monographs, proceedings, professional journals, final papers, etc.

Secondary sources – bring abbreviated abstract - from primary information, e.g. encyclopaedias, monolingual dictionaries, lexicons, bibliographic catalogs, the Internet etc.

ATTENTION

primary sources \neq primary data

secondary sources \neq secondary data

HOW TO SEARCH LITERATURE?

- ❑ We will make the text skeleton and list the keywords.
- ❑ We will use renowned sources of information, such as database journals and books at UKN (Science Direct, ProQuest Central), see <http://knihovna.tul.cz/fondy/databaze>
- ❑ If possible, we use Advanced Search (you can specify a type of resource - journals, books, open access articles, **full text, peer reviewed**, source language, branch, etc.).
- ❑ As a rule, we will receive a large number of results (depending on the keyword combination and uniqueness).
- ❑ We will read abstracts and divide the texts into potentially useful and unusable.



LITERATURE RESEARCH

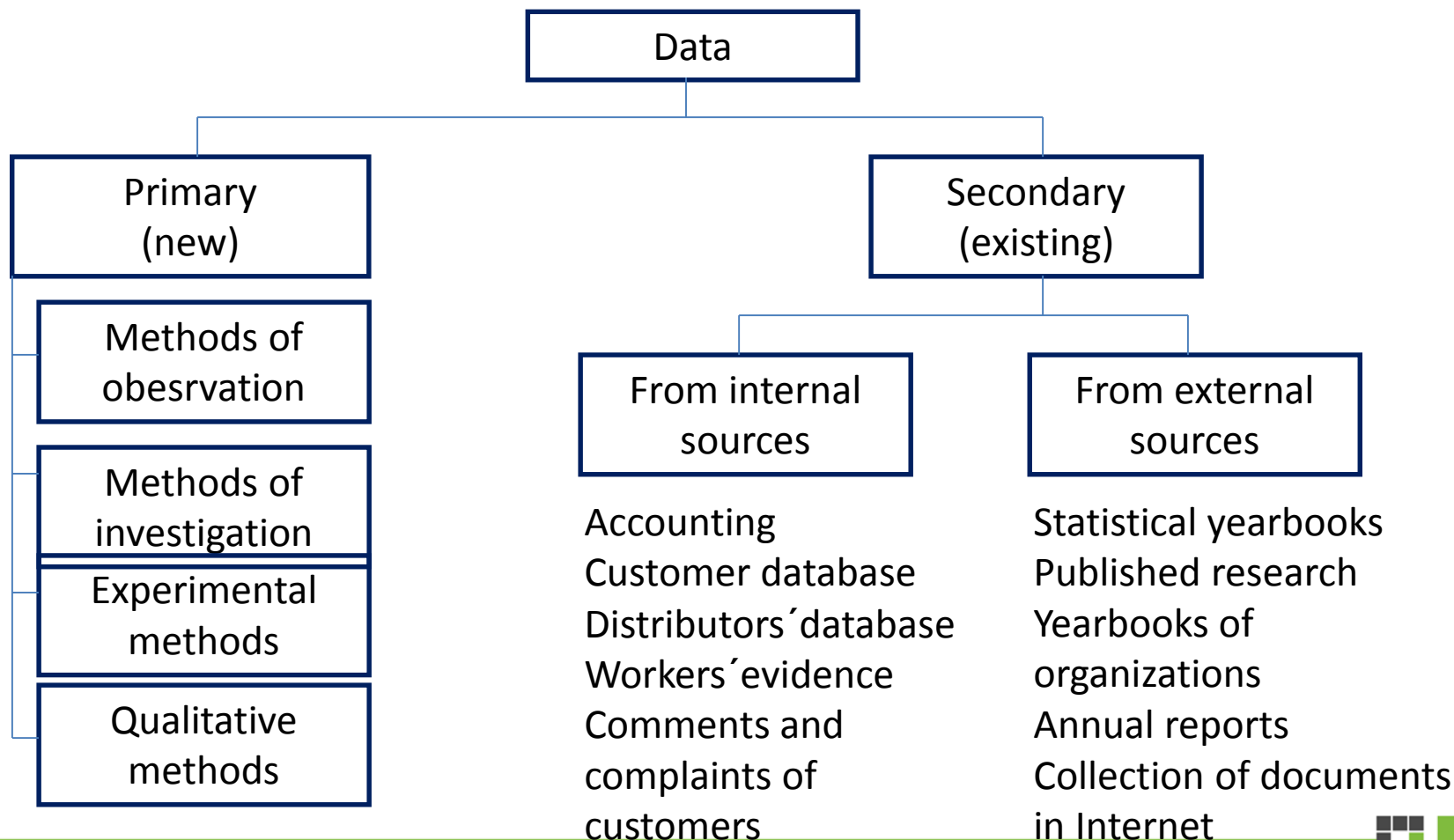
Credibility of sources from the Internet?

- Internetové sources are mainly popular among students,
- BUT** in scientific circles they are considered problematic,
- it is always necessary to assess: **WHO** the author is, **WHAT** institution is behind the author (University, publishing house), whether there are references to **SOURCES** and **LITERATURE**,
- to prefer printed books and journals, or their electronic mutations in renowned databases,
- the Internet can be paradoxically the source of stress (excessive number of found results).



DATA COLLECTION

Data collection must come after the literature research.



GENERAL PRINCIPLES OF ACADEMIC WRITING

- ❑ Descriptive, explanatory and reflection style procedure.
- ❑ **Tight phrases** are used – attribute and a noun, passive voice (e.g. is discussed).
- ❑ **Secondary prepositions** are used, e.g. As a consequence (instead of because)...
- ❑ Sentences are more complex, footnotes or notes at the end of the text are also used.
- ❑ The core of the statement is at the end of the notification sentence.
- ❑ Sentences and clauses tend to be more complex, often containing nipples for clarification, parentheses, footnotes or after text.

GENERAL PRINCIPLES OF ACADEMIC WRITING

- ❑ Mostly, 1st person singular, the so-called „**ich-form**“, is not used.
- ❑ **Impersonal expressions** prevail – e.g. It is supposed, it is assumed, the attention is paid to...
- ❑ Another alternative is **author's plural**, i.e. 1st person plural, however it is not used abroad anymore, it gives the impression that it is a work of more authors.
- ❑ The selected style must be kept throughout the whole work.
- ❑ Text contains citations and bibliographical data.

CITATION

We distinguish direct and indirect quotes.

Direct quote (quotations) - exact copy of the original, including punctuation and in the original language, is quoted (usually in italics) followed by a reference to the source. No editing allowed in direct quote. If the author wants to add or even highlight something, he must indicate that it is a comment by the author. For foreign-language texts, the author should provide a translation (into a language of the thesis). The amount of direct quotations should not exceed 5% - 10% of the text.



CITATION

Reference citations (indirect quotations) - rewriting of somebody else's thought **in its own words**, paraphrasing the text. Nevertheless, the source must be listed according to the bibliographic principles.

Indirect quotes are not quoted, only marked (see below). The amount of indirect quotes is not limited. The text must show where the quoted text starts and ends (it is recommended to choose a separate paragraph).



EXAMPLES

QUOTATIONS: Farek and Foltyn state at the end of their work: *‘Based on an assessment of current developments and trends in consumption and oil production, it is realistic to expect a scenario of some price stabilization.’*

REFERENCE CITATIONS: Farek and Foltyn expect, based on an assessment of the current development of oil consumption and production, that the cost of this raw material will be largely stable.¹

¹ FÁREK, Jiří a Jaroslav FOLTÝN. Ceny ropy: tendence, problémy, perspektivy, s. 14.

FREQUENT MISTAKES WHEN CITING

- ❑ **Non-citing the works** which the author used – plagiarism.
- ❑ **Citing the works that the author did not use** in order to increase the number of literature used. Each title must be cited in the text.
- ❑ **Autocitation** – citation of author's own work that is not related to the current work.
- ❑ **Inaccurate and incomplete quotations** making it impossible to identify the quoted work, a frequent problem with electronic resources.
- ❑ **Wrong processing** of non-compliant quotes.

Source: *Právní a etické aspekty práce s informacemi (Citování)*. Brno: Knihovny VUT v Brně, 2007, p. 10.





METHODS OF LITERATURE CITING

HOW to write citations in the text?

HOW to write the citation sources in the list of references?

- 1. Using name and date** (the co-called Harvard style) – from academic year 2017/18 style used at the EF TUL.
- 2. Citing using continuous remarks.**
- 3. Citing using numerical links.**



HOW TO MAKE CITING RESOURCES MORE SIMPLE?

TUL has bought a licence for professional citation SW **CitacePro**, it is accessible from: <http://www.citacepro.com/>

SW can:

- ✓ to create a bibliographic record according to the selected citation style,
- ✓ automate the work with citations and records via an add-in to MS Word (inserting quotations, creating a list of used literature).
- ✓ Other open citation managers can also be used, such as Zotero (www.zotero.org).

CITING USING HARVARD SYSTEM (NAME OF THE AUTHOR -DATE)

In the text of the document, the parenthesis contains the **author's name** (if not known, use the abbreviation "Anon") and the **year of publication** and **paging** (always in the case of direct citing).

For documents with 3 or more authors, only the surname of the first author is given with the addition of et al. or so. If there are several documents of the same author and the year of release, they are distinguished by **lower case letters** (a, b, c, d ...).

The bibliographic data in the final list is arranged alphabetically according to the surname of the authors and at the second level according to the year of issue, or in small letters in alphabetical order.

Source: ISO 690, Appendix A

EXAMPLE

Text with citation:

The narrow definition of e-commerce per Turban et al. (2015, p. 7) means „using the Internet and intranets to purchase, sell, transport, or trade data, goods, or services." A broader concept is presented by Stallmann and Wegner (2015, p. 6), according to whom e-commerce is the sum of all digital commercial transactions between economic entities, conducted through the Internet, most of it being the sale of goods and services.

List of bibliographic records:

STALLMANN, F. and U. WEGNER, 2015. *Internationalisierung von E-Commerce –Geschäften: Bausteine, Strategien, Umsetzung*. Wiesbaden: Springer Fachmedien. ISBN 978-3-658-06782-3.

TURBAN, F., D. KING, J. K. LEE, T. LIANG and D. C. TURBAN, 2015. *Electronic commerce: A managerial and social networks perspective*. 8th ed. Heidelberg: Springer International Publishing. ISBN 978-3-319-10091-3.

GENERAL PROCEDURE IN CITACE PRO SYSTEM

1. It is necessary to create a new record in the CitacePro system (can be sorted into files)
2. Download and install an add-in to MS Word.
3. Insert Citation - Add-in offers entries stored in a database on the web.
4. For edition of a specific page select „edit quotation“ menu.
5. The system supports automatic quote insertion for different styles.

STRUCTURING OF BIBLIOGRAPHIC RECORDS

Basic document is a norm:

ISO 690:2010. *Information and documentation - Guidelines for bibliographic references and citations to information resources*. Praha: Úřad pro technickou normalizaci, metrologii a státní zkušebnictví, 2011-03-01. 39 s. Třídící znak 01 0197.

The given norm contains compulsory and [optional data](#).

MONOGRAPHS

Author (authors)., Year. Title: *subtitle*. Edition. Other authors. Place of edition: Publisher, Date of publishing. Name and issue number. Standard identifier. Location.

Example:

PAVELKOVÁ, Drahomíra, et al. *Klastry a jejich vliv na výkonnost firem*. 1st ed. Praha: GRADA Publishing, 2009. ISBN 978-80-247-2689-2.
(issue number is obligatory unless it is the first edition)

PAVELKOVÁ, D., et al. *Klastry a jejich vliv na výkonnost firem*. 1st ed. Praha: GRADA Publishing, 2009. ISBN 978-80-247-2689-2.
(the first name with initial letter)

MONOGRAPHS – OTHER EXAMPLES

ROSINSKI, Philippe. *Koučování v multikulturním prostředí: nové nástroje využití národních, firemních a profesních odlišností.*

1st ed. Trans. Aleš Lisa. Praha: Management Press, 2009.

ISBN 978-80-7261-195-9. It contains a name and subject index.

(with the name of a translator and notes)

JÁČ, I., P. RYDVALOVÁ and M. ŽIŽKA. *Inovace v malém a středním podnikání.* 1st ed. Brno: Computer Press, 2005. ISBN 80-251-0853-8.

(monographs with more authors – all names should be entered if possible or the name of the first author and et al. The name of the first authors is given inversely and the last author's name can be separated by the conjunction „and“)



MONOGRAPHS – OTHER EXAMPLES

CHASE, Richard B. and Nicholas J. AQUILANO. *Production and operations management: manufacturing services*. 7th ed. Chicago: IRWIN, 1995. ISBN 0-256-14023-5.

(foreign book, edition published in original version)

Analýza stavu výzkumu, vývoje a inovací v České republice a jejich srovnání se zahraničím v roce 2009. Praha: Úřad vlády ČR, 2009.

ISBN 978-80-7440-005-6. Available at:

http://www.vyzkum.cz/storage/att/6638B5A9A8C5259EE7F8BB2BF4CC6E2C/Analyza_2009.pdf

(a publication without primary responsibility, a copy of which is also on the Internet)

KOCOUREK, A., ed. *Proceedings of the 9th International Conference Liberec Economic Forum 2009*. Liberec: Technical University of Liberec, 2009. ISBN 978-80-7372-523-5. (proceedings as a whole with editor)



CONTRIBUTION IN PROCEEDINGS

Author (authors)., **Year**. Title: subtitle. In: Name of the author (authors) of parent document. *Author (authors) of parent document*. **Edition**. Place of edition: Publisher, Date of publishing. Volume number. Page range. Standard identifier. **Availability and access**.

Examples:

ANCHOR, John and Jana FIŠEROVÁ. Gender and Regional Differences in Earning Expectations of Czech and English Students: Evidence from Business Schools. In: KOCOUREK, A., ed. *Proceedings of the 9th International Conference Liberec Economic Forum 2009*. Liberec: Technical University of Liberec, 2009, p. 8-22. ISBN 978-80-7372-523-5.

CONTRIBUTION IN PROCEEDINGS – OTHER EXAMPLES

ANCHOR, J. and J. FIŠEROVÁ. Gender and Regional Differences in Earning Expectations of Czech and English Students: Evidence from Business Schools. In: KOCOUREK, A., ed. *Proceedings of the 9th International Conference Liberec Economic Forum 2009*. 1st ed. Liberec: Technical University of Liberec, 2009, p. 8-22. ISBN 978-80-7372-523-5. Also accessible in PDF version from:

http://hfis.tul.cz/lef/lef2009_sbornik.pdf

(the proceedings were also published in the electronic version on the Internet)

ARTICLE IN A SCIENTIFIC JOURNAL

Author (authors), **Year**. Title: additional title of an article. **In:** *Title: title of the source series*. **Edition**. Place of edition: Publisher, Date of publishing, Volume/Year, Number, Page range. Standard identifier. **Availability and access**.

Examples:

KRAFTOVÁ, Ivana and Jiří KRAFT. Povzbudivý růst ekonomiky regionů: cílená regulace versus tržní autoregulace? *Politická ekonomie*. Praha: Vysoká škola ekonomická v Praze, 2009, vol. 57, iss. 6, p. 769-791. ISSN 0032-3233.

ARTICLE IN A SCIENTIFIC JOURNAL – OTHER EXAMPLES

KRAFTOVÁ, I. and J. KRAFT. Povzbudivý růst ekonomiky regionů: cílená regulace versus tržní autoregulace? *Politická ekonomie*. 2009, **57**(6), 769-791. ISSN 0032-3233.

(with omission of year and number, year is printed in bold)

ZIZKA, M. The Analytic Approach vs. the Simulation Approach to Determining Safety Stock. *Problems and Perspectives in Management*. Sumy: Publishing Company „Business Perspectives“, 2005, vol. 2, iss. 3, p. 119-127. ISSN 1727-7051.

(article in a foreign journal, the location data is written in the language of the document)

ZICH, R. Koncepce úspěchuschopnosti a její pojetí strategie. *E+M Ekonomie a Management*. Liberec: Technická univerzita v Liberci, 2010, vol. 13, iss. 1, p. 60-75. ISSN 1212-3609. Also available in the licensed database: <http://proquest.umi.com>

(this article is also available in the licensed database)

ARTICLE AS A WHOLE

Name of series., Year. Additional title. Edition. Place of edition: Publisher, Date of publishing. Standard identifier.

Examples:

E+M Ekonomie a Management. Liberec: Technická univerzita v Liberci, 1998- . ISSN 1212-3609.

E+M Ekonomie a Management. Liberec: Technická univerzita v Liberci, 2009, vol. 12, iss. 4. ISSN 1212-3609.
(specific number)

CHAPTER IN A BOOK – INDEPENDENT

Author (authors)., **Year**. Title: subtitle of a chapter. In: Author (authors) of a parent document. *Name: subtitle of a parent document*. **Edition**. Place of edition: Publisher, Date of publishing, Volume number. Page range. Standard identifier.

Examples:

KLAZAR, Stanislav. [Chapter] 3., Podkladová studie: Přístupy k měření nerovnosti. In: URBÁNEK, V., K. MARŠÍKOVÁ, P. ŘEHOŘOVÁ. *Návratnost investice do vysokoškolského vzdělání: komparace očekávaných a reálných výdělků I*. 1st ed. Liberec: Technická univerzita v Liberci, 2009, p. 31-44. ISBN 978-80-7372-556-3.

(similar to the record of the contribution in the proceedings)



ELECTRONIC DOCUMENTS

Electronic documents are subject to the rules listed earlier. In addition, it is stated:

- media type, such as [online], [disk], [computer program], etc.,
- editions and versions, such as Version 4.2.,
- date of citation, e.g.[cit. 2011-04-01], [cit. 1 April 2011],
- availability and access, such as Available from: <http://www.tul.cz>,
- other information on availability, such as information source form:

Also available in PDF from:

http://www.ef.tul.cz/upload/vyrzpravy/vz_o_cinnosti_ef_tul_2009_tisk_16.4.2010_1.pdf



ELEKTRONIC DOCUMENTS – BOOK

Author. (authors). *Title: subtitle* [Carrier type]. Edition and/or Version. **Other author**. Place of edition: Editor/Publisher, Date of publishing, Date of update/revision. [Date of citation in online documents]. **Name and number of edition**. Standard identifier. Availability and access (for online sources).

Example:

ZBRÁNKOVÁ, M., ed. *Aktuální aspekty české a světové ekonomiky* [CD-ROM]. 1st ed. Liberec: Technická univerzita v Liberci, September 2009. ISBN 978-80-7372-536-5. **(proceedings as a whole on CD)**

ELEKTRONIC DOCUMENTS – ARTICLE

Author, (authors). Title: subtitle. **Other information on the article.** In: *Name of the source of series* [Type of carrier]. **Other names.** Edition. Place of edition: Editor/Publisher, Date of publishing, Number, Range of pages. [Date of citation in online documents]. Standard identifier. Availability and access (for online sources).

Example:

FIBÍROVÁ, J. and B. KRÁL. Přístupy a možnosti využití účetních informací pro měření udržitelného rozvoje podniku. *Český finanční a účetní časopis* [online]. Praha: Vysoká škola ekonomická v Praze, 2009, vol. 4, iss. 4, p. 21-34 [cit. 2011-04-05]. ISSN 1802-2200. Available at: http://cfuc.vse.cz/media/2009/cfuc_2009-4_021-034.pdf.

(article in an electronic journal)



ELECTRONIC DOCUMENTS – CONTRIBUTIONS

Author (authors). Title: subtitle. **Other information about the contribution.** In: Author. *Name of a parent document* [Type of a carrier]. **Subtitle.** Edition. Place of edition: Publisher, Date of publishing, Number, Page range. [Date of update/revision]. [Date of citation]. Name and number of edition. Standard identifier. Availability and access (for online resources).

Example:

BURIAN, Z. and F. NOVOTNÝ. Vliv meziproduktů na průběh reakce křemene s uhlíčanem sodným. In: GEDEON, O. and J. MACHÁČEK, eds. *Sborník příspěvků české a slovenské konference o skle* [online]. Sklář a keramik. 1st ed. Jablonec nad Nisou: Česká sklářská společnost, 2008, vol. 58, p. 11-14 [cit. 5. dubna 2011]. ISBN 978-80-904044-0. ISSN 0037-637X. Available at: <http://www.czech-glassociety.cz/Luhacovice/sbornik-cely.pdf>.

ELECTRONIC DOCUMENTS – OTHER EXAMPLES

Databáze měst a obcí České republiky [online]. Liberec: Technická univerzita v Liberci, 2011 [cit. 2011-04-05]. Available at: <http://vyzkum.hf.tul.cz/wd/index.php?content=mestaobce>
(database available on the web)

Studentská grantová soutěž 2011. In: *Věda a výzkum* [online]. Liberec: Ekonomická fakulta, Technická univerzita v Liberci, c2011 [cit. 2011-04-05, 15:22]. Available at: <http://www.ef.tul.cz/index.php?content=vav>
(web sub-page is its equivalent)

ELECTRONIC DOCUMENTS – OTHER EXAMPLES

ČSÚ. *Statistická ročenka Libereckého kraje 2010* [online]. 1st ed. Liberec: Český statistický úřad, 2010-10-20 [cit. 2011-04-05]. ISBN 978-80-250-2051-7. Available at: [http://www.czso.cz/csu/2010edicniplan.nsf/t/F50030EA93/\\$File/511011-10.pdf](http://www.czso.cz/csu/2010edicniplan.nsf/t/F50030EA93/$File/511011-10.pdf)
([statistical yearbook](#))

Inflace. In: *Wikipedia: otevřená encyklopedie* [online]. Los Angeles (California): Wikimedia Foundation, 2001- , page last edit. 2011-04-02, 12:55 [cit. 2011-04-05, 16:52]. Czech version. Available at: <http://cs.wikipedia.org/wiki/Inflace>
([word in an online encyclopedia](#))

OTHER TYPES OF DOCUMENTS – GREY LITERATURE

RAHMANOVÁ, Šárka. *Faktory konkurenceschopnosti českých retailingových firem*. Liberec, 2007. 193 pgs., 36 pgs. annexes. Dissertation work (Ph.D.). Technical University of Liberec, Faculty of Economics.

(unpublished dissertation work)

JÁČ, Ivan aj. *Inovační přístup k řešení disparit na úrovni regionů*. Liberec, 2010. 54 pgs. Edited annual research report 2009. WD-30-07-1. Technical University of Liberec, Faculty of Economics.

(unpublished research report)

ČSN ISO 690:2010. *Informace a dokumentace – Pravidla pro bibliografické odkazy a citace informačních zdrojů*. 1st ed. Praha: Úřad pro technickou normalizaci, metrologii a státní zkušebnictví, 2011..

(currently valid Czech norm)



OTHER TYPES OF DOCUMENTS – GREY LITERATURE

Česko. Zákon č. 107 ze dne 26. března 2009 o státním dluhopisovém programu na poskytnutí finanční pomoci vládě Lotyšské republiky na řešení stabilizace ekonomiky v letech 2009 a 2010. In: *Sbírka zákonů České republiky*. 2009, částka 33, p. 1238. ISSN 1211-1244. Available at: <http://www.mvcr.cz/soubor/sb033-09-pdf.aspx>
(record of the law)

A BIT OF TYPOGRAPHY

Typography – a set of rules for a professional arrangement of the appearance of a document.

The basic unit in typography is 1 Didot point, while 1 French foot (32.48 cm) = 864 points, i.e. 1 point = 0.3759 mm. Higher unit is 1 cicero (c) = 12 points = 4.51 mm.

In the UK / US there was an English foot (30.48 cm): 1 foot = 12 inches, 1 inch = 72.27 points, ie 1 point = 0.3515 mm. 12 points = 1 pica. Adobe then determined that 1 inch would be 72 points (instead of 72.27 points), i.e. 1 point is 0.3528 mm.

Source: KOPTA, Martin. *Typografické minimum - jednotky a míry* [online]. Brno: ZONER software, 2002 [cit. 2010-04-30]. Accessible from: <http://interval.cz/clanky/typograficke-minimum-jednotky-a-miry>



TYPOGRAPHIC RULES

- ❑ **Punctuation marks** - are written behind the word without a space, followed by a space.
- ❑ **The full stop is not written after the title.**
- ❑ **Colon, semicolon, question mark, exclamation mark** – are written directly behind the text, without any spaces. Behind the punctuation marks, there is a space.
- ❑ **Quotes** — both quotes are written in the upper part of a word. ‘This is correct.’

TYPOGRAPHIC RULES

- ❑ **Parentheses** – are written close to the word. (spaces are outside parentheses). Parentheses are preferable (), these types of brackets // are not recommended, square brackets [] are used when citing.

Incorrect way of using parentheses: (example).

- ❑ **Hyphen** – is used to divide or connect words, it can be found on the keyboard. For example **Czech-German** dictionary, there are no spaces.

Incorrect way: Czech – German dictionary.

TYPOGRAPHIC RULES

Dash – divides parts of the text, it is always divided by space, we cannot find it on the keyboard. Keyboard shortcuts **ALT+0150** (–) or **ALT+0151** (—) must be used.

The stock can be divided into two groups – bought or self-produced.

Ellipsis – a set of three periods (. . .) indicating an omission. Each period should have a single space on either side, except when adjacent to a quotation mark, in which case there should be no space. It is a keyboard shortcut **ALT+0133**.



PRESENTATION OF RESULTS OF BACHELOR/ DIPLOMA THESIS

1 Introduction

2 The main contents (message)

3 Conclusions

Proportion of individual parts

**in percentage from the whole length on
average 8-10 min: on average 10 : 80 : 10.**



INTRODUCTION

- Addressing with an appropriate degree of politeness.
- Let's briefly introduce the topic and outline of your speech.
- The first words form the relationship between the listeners (members of the commission) and the lecturer.
- The first 90 seconds decide.
- We keep an eye contact with listeners, we only briefly look at the printed materials.
- We do not read, we rather comment.



THE CORE OF THE PERFORMANCE

- ❑ It is not possible to put accross everything, the key ideas must be mentioned.
- ❑ The solution process and the main results are described.
- ❑ Thoughts are supported by arguments.
- ❑ We will just point out to more complicated contexts and details and refer to a discussion.
- ❑ We try to avoid long and complicated sentences, words difficult to pronounce and meaningless expressions.
- ❑ We continually monitor listeners' reactions.
- ❑ We try to maintain the same tempo of speech, do speed up or slow down at the end of the presentation.



CONCLUSIONS

- It must be **brief, clear and striking.**
- We briefly summarize the main findings and the results of the work.
- We should keep in mind that listeners' attention increases again at the end.
- We recall facts we did not mention in the presentation.
- We outline further possible questions to address in the future.
- We thank the listeners for their attention.
- We politely initiate the discussion.

PREPARATION FOR PRESENTATION

- ❑ We read the text and decide for the form of the speech (freely, combining reading and free speech, reading, declamation).
- ❑ We prepare a simple helping text.
- ❑ We try to say the presentation in a loud voice and time it.
- ❑ We prepare the presentation at 80% of a set time.
- ❑ We prepare alternative interpretations in case we get into time pressure.
- ❑ If we are asked to end the presentation, it is necessary to quickly close the topic and try not to speed up the speech.

BIBLIOGRAPHY

GERŠLOVÁ, Jana. *Vádemékum vědecké a odborné práce*. Praha: Professional Publishing, 2009. ISBN 978-80-7431-002-7.

LIŠKA, Václav. *DOCTORANDUS (průvodce budoucích Ph.D.)*. 2. vyd. Praha: Professional Publishing, 2005. ISBN 80-86419-93-2.

TICHÁ, Michaela, et al. *Průvodce psaním závěrečných prací (nejenom pro ekonomy)*. Ostrava: Institut vzdělávání SOKRATES, 2013. ISBN 978-80-86572-77-2.

ČSN ISO 690:2010. *Informace a dokumentace – Pravidla pro bibliografické odkazy a citace informačních zdrojů*. Praha: Úřad pro technickou normalizaci, metrologii a státní zkušebnictví, 2011. 40 s. Třídící znak 01 0197.

ČSN ISO 7144:1986. *Dokumentace – Formální úprava disertací a podobných dokumentů*. Praha: Český normalizační institut, 1997-03-01. 21 s. Třídící znak 01 0161.

LINKS FOR SPELLING AND NUMBERS

1. To check spelling:

You may refer to the Merriam Webster free online dictionary,
<https://www.merriam-webster.com/>

2. To write numbers:

- a) Expressed in words, <https://apastyle.apa.org/style-grammar-guidelines/numbers/words>
- b) Expressed in numerals, <https://apastyle.apa.org/style-grammar-guidelines/numbers/numerals>

REMARK: Because HARVARD style does not include specific grammar rules you may follow the APA (American Psychological Association) as a reference for writing numbers correctly.