

THESES

Faculty of Art and Design at UJEP, Ústí nad Labem

TYPES OF THESES

Bachelor thesis (connected with Bc, and BcA. degrees)

Diploma thesis (connected with Mgr., MgA., Ing. degrees)

Rigorousum thesis (connected with PhDr., RNDr., JUDr., and ThDr. degrees)

Dissertation thesis (connected with Ph.D., and Th.D. degrees)

Habilitation dissertation (connected with doc. degree)

The procedure of publishing theses is regulated by UJEP Rectress' Directive No. 3/2019 on publishing theses.

<https://fud.ujep.cz/wp/wp-content/uploads/2019/12/smernice-dekana-fud-2019-03.pdf>

Topics of theses:

◦historical-comparative

◦descriptive

◦empirical (research)

◦philosophical

◦prognostic

A thesis is above all an act of creation that is supposed to prove ability of independent (scientific or artistic) work. Therefore it reflects already known results of the followed topic and the status of the discipline the author has decided to explore and contribute to in an innovative way.

Contents of the thesis is the first page to be numbered. Therefore, the page with the contents usually has number 7. MS Word will generate the contents automatically after completing the thesis. Individual items of the contents are numbered according to decimal classification. Usually, only headings of the first, second and third order are included in the contents. Items of different orders can be graphically differentiated by indents. In decimal numbering, there is never a dot after the last digit, including the chapter headings in the text of the thesis.

Example.:

1 Introduction.....	8
2 Theoretical part.....	9
2.1 Current status of knowledge.....	10
2.2 Critical analysis of sources.....	18

Principles of elaborating the thesis

Appearance of the page. Text of a thesis is always printed single sided on an A4 sheet of white paper (210 x 290 mm). The margin on the left is wider, because a part of the page is going to be covered by the binding. There is more space left for the header (e.g. chapter headings, titles) and the footer (page numbers). 3 cm at the top, 3 cm at the bottom, 3.5 cm on the left, and 2 cm on the right.

Page numbering. Pages are numbered in Arabic numerals positioned either at the top centre or at the outer edge of the page, or at the bottom centre or at the outer edge of the page. The front page or the formal pages of the thesis are not numbered. The first numbered page of the thesis is the Contents. Annexes can be numbered separately.

All chapters headed with a first-order heading must always begin on a new, separate page. The text of the thesis is either written in first-person plural or in passive.

Each new paragraph is indented by 5 spaces.

Use line spacing 1.5 to make the text more synoptic.

Use block justification.

Font size of normal text should be 12 pt.

Title, abstract, key words, text with annotations, bibliography is a template for any text to be submitted.

Extent:

The text itself minimum 15 pages for BT, 30 pages for DT (Post-Bachelor Master's programmes Fotografie, Photography and Applied Art), 80 pages for DT (Post-Bachelor Master's programme Curatorship studies), and **80 pages for dissertations.**

Headings (only recommended)

1 FIRST-ORDER HEADING

1.1 Second-order heading

1.1.1 THIRD-ORDER HEADING

1.1.1.1 Fourth-order heading

Punctuation

There is no space before a note. There is always a space after a note. The most frequent mistakes are about writing brackets and colons. (**correct use of bracket**) (wrong use of bracket)

The text itself

The text is built upon a summary of how the defined issue you deal with in your thesis is solved currently. This summary is based on performed literature search. This is a critical analysis and confrontation of available sources. In the theoretical part of the thesis, it must be clear, which ideas are adopted (then it is necessary to cite them – see below), and which are your own analyses and conclusions. As sources, prefer monographs, scientific and professional journals, and catalogues. Information sources older than 15 years can be considered obsolete – use them for your thesis only in case they are top-quality sources.

The text should contain definition and formulation of the issue being explored, and formulate questions and hypotheses. Especially that part of the text, which is innovative in comparison with the known and well-formulated data should be elaborated in details – it is advisable to substantiate this. Information in social sciences is influenced by a number of variable factors. It is suitable to notice their structural influence and try to identify these intervening variables. You can suggest the direction your thesis may further develop. You can formulate new hypotheses to

be verified in future. At the end, the author evaluates their thesis and compares the results they have reached with the propositions and goals they defined at the beginning of the thesis.

References in the text and bibliography

By means of text references you indicate those parts of the text you have adopted to your thesis from information sources. At the same time, you specify, which sources you have used. This can be done in two ways. The first possibility is using the superscript and footnotes. Inserting footnote numbers is automatic in MS Word. The footnote reference includes the number of the specific page where you can find the cited text. Encyclopedic works and basic subject handbooks are not included in the list of the literature you have studied.

Example:

...we denote a new type of vision¹.

Footnote

¹ AJVAZ, Michal. *Světelný prales. Úvahy o vidění*. Praha: OIKOYMENH, 2003. 22 p.

The other possibility is marking the reference in the text, specifying the author's surname, year of publication and the page where in the given publication the cited text is found. The respective information source is then specified in the summary of information sources at the end of the thesis. However, this does not include the page where the cited text occurs.

Example In text:

Cubism, Constructivism, Expressionism, even Surrealism all ultimately fictionalize the missing author. They fill the void with the myth of the artist, the public's stabilizing frame of reference, perhaps the public's revenge (O'Doherty, 2007, s. 13).

O'DOHERTY, Brian. *Studio and Cube*. New York : The Trustees of Columbia University in the City of New York, 2007. 40 s. ISBN1-883584-44-2

When using references directly in the text, up to three authors are cited, whose names are separated by a comma: (Henningfield, Keenan, Clarke, 1996, p. 252).

If there are more authors than three, we use abbreviation "et al" to cite them (this comes from Latin et alii = and others): (Wolkow et al, 2001, p. 1875). However, in the summary of the cited information sources at the end of the thesis, all authors are named, if they this part of the cited work.

Publications are cited in accordance with citing standards ČSN ISO 690 and ČSN ISO 690-2

Publications are ordered alphabetically by the first author's surname.

The way to record (cite) the used information sources is regulated by standard ČSN ISO 690 for printed information sources, and standard ČSN ISO 690-2 for electronic information sources.

If you do not know how to cite or you are not sure, use the electronic Citation Generator to generate a citation for you when you enter the data:

<http://www.citace.com/moduly.php>

Example:

Model of citing a monograph:

SURNAME, Name. *Work title: Work secondary title*. Edition identification. Place of issue: Name of publisher, year of issue. Work extent. Standard number.

AJVAZ, Michal. *Světelný prales. Úvahy o vidění*. Praha: OIKOYMENH, 2003. 231 p. ISBN 80-7298-080-7

Model of citing a chapter in a book:

SURNAME, Name. Chapter heading. In *Work title*. Edition identification. Place of issue: Name of publisher, year of issue. Chapter extent. Standard number.

POKORNÝ, Jan. Fyziologie chování a paměti. In *Lékařská fyziologie*. Praha: Grada Avicenum, 1994. p. 418 -426. ISBN 80-7169-036-8.

Model of citing a journal:

SURNAME, Author's name. Contribution title. *Journal title*, Year of issue, year, volume number, pages from-to. Standard number.

BLÁHA, J. Prostor a čas v kubistických obrazech Pabla Picassa a v hudbě Igora Stravinského. *Estetika*, 1985, Year 85, No. 4, p. 211-254. ISSN 0014-1291

Model of citing an article from a website:

SURNAME, Author's name. *Article or Portal name* [online]. Available at: website address [citation date]

MARŠÁK, J., JANOUŠKOVÁ, S. Trendy v přírodovědném vzdělávání. In Metodický portál [online]. Available at: <http://www.rvs.cz/clanek/6/1055>. [cit. 3. 3. 2007]