

How to Write a Qualification Thesis

The procedure for publishing qualification theses is then regulated by the Dean's Directive No. 3/2019 on bachelor's, master's, and doctoral theses at the Faculty of Education, Jan Evangelista Purkyně University: <https://fud.ujep.cz/wp/wp-content/uploads/2019/12/smernice-dekana-fud-2019-03.pdf>

Topics of Qualification Theses

- Historical-comparative
- Descriptive
- Empirical (research-based)
- Philosophical
- Predictive

A qualification thesis is primarily a creative endeavour designed to demonstrate the ability to work independently in a scholarly or artistic manner. It reflects the existing knowledge and the state of the field under investigation that the author has chosen to examine and innovate.

Table of Contents

The first page where a number is usually written is the table of contents page, which typically has the number 7. Microsoft Word generates the table of contents automatically upon completion of the document. Individual table of contents entries are numbered using decimal formatting. Typically, only headings of the 1st, 2nd, and 3rd levels are included in the table of contents. Entries of different levels can be visually differentiated through indentation. When using decimal numbering, there should never be a period after the last digit, even in chapter titles within the text of the thesis. For example:

1 Introduction.....	8
2 Theoretical Part.....	9
2.1 Current state of knowledge.....	10
2.2 Critical analysis of resources.....	11

Drafting Principles

Page Layout

- The text of the qualification paper is always printed on one side on a page of white paper. A4 size (210 x 290 mm).
- Set up the margins as follows: top 3 cm, bottom 3 cm, left 3,5 cm, right 2 cm.

Page Numbering

- Pages are numbered with Arabic numerals placed either at:
 - The top centre or
 - At the top of the outer edge of the page or
 - At the bottom centre or
 - Bottom of the outer edge page.
- The first numbered page of the qualification thesis is the Table of Contents.

- Appendices may be numbered separately.

Furthermore:

- All chapters listed under the heading level 1 must always begin on a new separate page.
- The text of the qualification thesis is written either in the first person plural or in the passive voice.
- Each new paragraph starts with an indentation of 5 spaces.
- Line spacing should be 1.5 lines.
- Use block alignment.
- The font size of normal text should be 12 pt.

Compulsory Parts of a Qualification Thesis (or any other work)

- Title (both in Czech and in English)
- Abstract (both in Czech and in English)
- Key words (both in Czech and in English)
- Text in footnotes (for further information, not for reference list)
- Reference list

In case of a written output of Lecture and Seminary work, the title, abstract and key words can be in English only.

Scope of a Qualification Thesis

The scope of own text including both the introduction and conclusion must be:

- 15 pages for a bachelor thesis.
- 30 pages for a master thesis (study programmes Design, Fine Art and Fine Art in English).
- 80 pages for a master thesis (study programme Fine Art, field Curatorial Studies).
- 80 pages for a dissertation thesis.

Visual documentation and other illustrative material are not included in the number of pages.

Headings (only recommended)

1 HEADING 1

1.1 Heading 2

1.1.1 HEADING 3

1.1.1.1 Heading 4

Punctuation

- The punctuation mark is not preceded by a space. The punctuation mark is always followed by a space.
- The most common mistakes are made when writing parentheses and colons
 - (badly written parentheses)
 - (correctly written parentheses)
- When writing dates, you should follow one of these formats:
 - MM/DD/YYYY
 - YYYY-MM-DD

Own Text

The text is based on a summary of the current state of the solution of the defined problem, which is addressed in its qualification thesis. This summary is based on a literature search. It is a critical analysis and confrontation of available sources. The theoretical part of the thesis must clearly include what ideas are taken over (then citation is necessary - see below) and what are the analyses and own conclusions. Support your text in particular on monographs, scientific and professional journals, catalogues.

Resources older than 15 years can be considered outdated, but they can still be used in your work if they are of high quality and relevance to your topic.

The text should also include a definition and formulation of the problem under investigation. Formulation of questions and hypotheses. In particular, the part of the text that is innovative in relation to the known and qualitatively data, which should be justified. Information in the area of social sciences is influenced by a number of variable factors. It is appropriate to draw attention to their structural influence and try to identify these intervening variables. You can indicate how direction your work might take. You can formulate new hypotheses that should be tested in the future. In the conclusion, the author evaluates his/her entire qualifying work and compares the results achieved with the theses and objectives he/she set at the beginning of the thesis.

Quotations In-Text Reference and Reference List

Use in-text references to indicate parts of the text that you have taken from information sources into your thesis. At the same time, you indicate from which sources you have drawn the reference.

In-text reference is a way of linking a citation and a bibliographic citation in the reference list placed at the end of your thesis.

In-Text Reference

You can cite a text, website, image or a chart that you take from other resources and use them in your text. You can:

- reproduce a word-for-word material taken directly from other resource which is called a direct quotation. E.g.:

Mindfulness has a range of meanings as it "has become a trend word conveying a diversity of understandings dependent on context" (Crane, 2017, p. 586).
- Or you can paraphrase/reword someone's work.

Furthermore:

- In direct quotation, it is mandatory to **add a page range** from which the text has been cited. E.g.: (Crane, 2017, p. 586).
- It is possible to add a page range to paraphrased text, too.
- **Documents that are not paginated** (e.g. website) should only include the author and the year in parentheses. E.g.: (Roworth, 2023)
- If **two or more sources** have the same author and publication year, they are differentiated by lowercase letters assigned to the publication year. In such cases, these letters are also included in the final list of references. E.g.: (Šuleř, 2010a, p. 5) a (Šuleř, 2010b, p. 28)

- In the case of **multiple authors**, all authors listed in the list of references are included in parentheses: (Holá, Šuleř, and Novák, 2010, pp. 8-10)
- If there are **more than three authors** of a work, you can use the abbreviation "et al" (which comes from Latin "et alii" meaning "and others") when citing in the text, for example: (Wolkow et al, 2001, p. 187). However, in the list of references at the end of your work, you should provide a complete list of authors if it is a part of the cited work.
- When it is necessary to cite **two or more sources**, they are enclosed in a single pair of parentheses and separated by semicolons, like this: (Holá, 2010, p. 8; Šuleř, 2010, pp. 16-18).
- In the case of a **missing author**, the title or a portion of the title is used inside parentheses in italics, like this: (*Management*, 2010, p. 12).
- In round parentheses, we always include ONLY the author's name (or title), year, and possibly page numbers, regardless of the type of document. For example, for a book, it would be (Novák, 2010, p. 8), and for a website, (ČSÚ, ©2012). Nowhere in the parentheses are terms like 'online' or 'www' mentioned.

Reference List

A reference list is a record created according to the rules of ISO 690. It describes the source from which you took the citation. The reference list is placed at the end of the thesis.

- **A reference list is arranged alphabetically by author last name.**
- Publications should be cited according to the citation standards ČSN ISO 690 and ČSN ISO 690-2.
- The older method of citation **using superscripts and footnotes is not recommended** because it duplicates the bibliographic citation with the footnote reference list at the end of the work. (The footnote apparatus should serve to supplement and expand the text, which would otherwise disrupt the flow of the main text, rather than duplicate bibliographic citations that burden the structure of the work.)
- If you're unsure about how to format your citations or need assistance with them, you can use an electronic Citation Generator: <https://www.citace.com/moduly.php>

Examples of references:

Referencing a Monography:

LAST NAME, First Name. *Title of Work*: Subtitle of Work. Edition. Place of Publication: Publisher's Name, Year of Publication. Extent of Work. Standard Number.

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

Referencing a Book Chapter:

LAST NAME, First Name. Chapter Title. In *Book Title*, Edition Identifier. Place of Publication: Publisher's Name, Year of Publication. Chapter Range. Standard Number.

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

Referencing a Journal Article:

LAST NAME, First Name. Title of the Article. *Title of the Journal*, Year of Publication, Volume, Issue, Page Range. Standard Number.

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

Referencing a Journal Article online:

LAST NAME, Author's First Name. *Title of the Article or Portal* [online]. Available at: website address [accessed date].

MARŠÁK, J., JANOUŠKOVÁ, S. *Trendy v přírodovědném vzdělávání*. In Metodický portál [online]. Available at: <https://clanky.rvp.cz/clanek/c/Z/1055/trendy-v-prirodovednem-vzdelavani.html>. [Accessed: 03/03/2007]