

# **Thesis Writing and Submission Guidelines**

## **1. Topic registration**

a) Students may choose their thesis topics individually or in cooperation with a teacher from their department. Students may also choose their thesis supervisor themselves. Based on consultations with their supervisors, students must submit a completed registration form stating their thesis topic at the department (this registration form can be downloaded from the department website). Students should also send an electronic version of the form to the email address of the department secretary.

b) Thesis topics should be registered by the end the first year of the Master's program. Compliance with this procedure is a prerequisite for enrollment in the course 'Diploma Seminar I'.

## **2. Thesis supervision**

Theses should be supervised by a teacher, member of the department or under exceptional circumstances by another expert. Theses should be conducted individually, in consultation hours with thesis supervisors and further consulted in diploma seminars.

## **3. Thesis writing outlines**

a) In writing a thesis a student must demonstrate that he/her has met the following demands: the ability to clearly articulate the initial situation or problem, the intentions and goals of the work, to characterize and justify the choice of methodology used and the procedures to implement planned procedures to adequately document and collect the necessary data and knowledge to interpret the results, to formulate clear and substantiated conclusions presented in accordance with academic standards and to work footnotes. A student's thesis has both practical aspects (research, monitoring and evaluation) and literary aspects, both of which are assessed.

b) A student's thesis must begin with an introduction defining their chosen problem, and which formulates the main hypotheses or research questions, outlines the approaches and research methods used, summarizes the structure of the work, and also defines the view of the researcher. The work must include both theoretical and research sections. The work shall include references to relevant domestic and foreign literature – and must initially cover the scope of content already existing on their chosen topic. The student's own thoughts must be

clearly distinguished in the work. Students can work with sources other than their primary research and must be correctly referenced.

#### **4. Specific requirements at Department of Historical Sociology**

a) The final work must include a clearly stated research problem and the chosen methodology and processes to achieve it. A thesis should have a significant consistency between the title of the thesis, the aim of the thesis and its structure. The content of individual chapters and subchapters must correspond to their title and should be clearly related to the goals of the whole thesis.

b) Empirical theses must include a theoretical introduction. This theoretical introduction need not achieve the details and scope achieved in purely theoretical works, though must be clearly related to the empirical part of the text. Empirical work must include a description of the methods used and the rationale for its choice.

c) The theoretical part of the empirical work should clearly show the author's efforts to critically reflect on their chosen sources, concepts used and should show their rationale for selecting authors.

#### **5. Formatting**

At the Department of Historical Sociology paragraph style is preferred in the form of indents of 5 keystrokes rather than spaces being placed between entire paragraphs. Moderation is recommended with regards the style and format of theses and students should be consistent with their chosen style throughout. Times New Roman, size 12, 1.5 lines are recommended. Texts should not use underscores, and bolding should be used only in titles. If it is necessary to emphasize certain passages in the text, it is recommended to use italics.

#### **6. Chapters**

While writing a thesis it is appropriate to create a detailed outline of chapters and subchapters. The structure however should not be too complicated and the division of the text into chapters or subchapters should not exceed three levels. Individual chapters and subchapters should be numbered (eg. 2.1; 2.1.1). Subchapter headlines should be distinguishable by text size, or by highlighting the font (bold or italic). Changing the topic may also be indicated by three asterisks (\*\*\*)

#### **7. Referencing**

- a) It is required to quote used literature properly according to some quotation norm. The text should not have any long passages referring to just one title.
- b) The recommended citation standards are the rules used by the Sociological review (Sociologický časopis) (see <http://sreview.soc.cas.cz/cs/page/3-formalni-stranka-rukopisu>).
- c) Citations can be stated in a footnote, but at the Department of Historical Sociology it is recommended to quote directly in the text: [Smith 1999: 45].
- c) If there is a quotation directly in the text, use the following formats:
  - c1) "This is how the quote in which we quote the whole sentence, which ends with a period, looks." [Smith 1999: 45]
  - c2) "When not quoting the entire sentence, the dot is in front of bracket" [Smith 1999: 45].
- d) Do not use italics and quotation marks simultaneously. Quotes in foreign languages are put into the text and their translations into foreign languages put in the footnotes.

For the bibliography, students should choose a style that applies throughout the bibliography. Possible methods of citation include:

- d1) Monograph: Novák, Jan. 1993. *Sociology*. Praha: Argo.
- d2) Articles: Novák, Jan. 2003. "Historical Sociology." In: *Sociological Review*, 39, 6, pp. 14–20.
- d3) Electronic resources: Smith, John. 2003. "Historical Sociology." In: *Sociological Review*, 39, 6, pp. 14–20. Available at: [www.xy.cz](http://www.xy.cz) (28 February 2011).

## **8. Thesis submission**

- a) Students must submit two copies of their thesis to the department. Both submitted copies must contain a signed declaration (that the student's work is the result of his/her own original work; all used sources and literature have been properly cited; that the thesis has not been used to obtain a different or the same degree).
- b) Students must also submit their thesis in the Student Information System (SIS) in PDF/A format (along with abstracts in English, or if the thesis is in English then it must be submitted electronically with an abstract in Czech). If a student fails to submit their work on time (in printed and in electronic form as well), his/her application to the final state exams will not be accepted.

## **9. Thesis defense**

- a) After a thesis is submitted, the director of the department will choose an opponent. The opponent and supervisor then draw up reports on the submitted work, which explicitly

indicate whether the thesis is recommended or not recommended for defense. The opponent and supervisor will also suggest the degree of its classification. The supervisor in his/her report will also evaluate the student's academic effort throughout the writing of their thesis.

b) The thesis defense is a debate during which the candidate introduces the subject of their work, the problems solved therein, the methods used and the results obtained. The author should demonstrate the ability to orally present his/her results and to defend their thesis before the commission. The length of the actual presentation is set to 10, a maximum of 15 minutes.

c) After a student has presented their thesis, both their supervisor and the opponent will present their reports. The author then responds to the comments contained in the reports, comments on topics to discuss and answer questions raised during the defense.

d) The result of the defense is then announced after a meeting of the commission without the student present.