

# Thesis Specifications

## 1. Cover

Theses should be bound in a way that does not allow the extraction of papers (hardcover, thermobound) and the cover should feature the following:

Name of university and faculty; name of the author; thesis title; "thesis" (optional); place and year of defense (optional) (see appendix). Along the spine, there should be the name of the author and the thesis title, abbreviated or shortened where necessary.

## 2. Range

Theses should be between 80–120 pages (1800 characters per page) of basic text (calculated from abstract to the conclusion – i.e. without the list of references and appendices). Theses which are either too long or too short may be given worse evaluations.

## 3. Thesis Structure

a) The title-page must contain the same information as that on the hard cover plus some additional information, including: the name and degrees of the student's supervisor, the title of their master's program, and where the work is to be presented to the defence (see appendix). A short and concise title should be followed by a dot.

b) Formal declaration. The following statement should appear on the page following the title page:

'I hereby declare that I have written this diploma thesis solely by myself and I agree with its eventual publication in print or electronic form. All sources and literature have been properly cited. The work has not been used to obtain a different or the same degree.'

This declaration must be signed with a handwritten signature.

c) Abstract: summarizing thesis - 15 lines in English.

d) Thesis structure: The structure of students' theses should be logical and well-arranged. All sources must be quoted correctly according to one citation style. Students should prove that they possess adequate knowledge of the available literature in their field of study, however theses should not be based entirely around presenting excerpts from literature.

## 4. Content

a) Theses should include contents pages, outlining chapters and subchapters. The table of

contents should not be over-complicated, with subchapters not exceeding three levels, and being clearly numbered (e.g. 2.1; 2.1.1). Headlines of subchapters may be distinguished by text size, italics or boldening. Changes of topic may also be indicated by a row of three asterisks: \*\*\*

b) Theses should have a clear structure and division of chapters. The contents page of must include all attachments, and indicate the initial page of each chapter (and subchapter). Tables of contents can be created automatically in In MS Word.

## **5. Main Text**

The parameters of the main text, its scope, structure, location, graphs and tables depends on the requirements of the chosen topic.

## **6. Attachments**

Supplementary materials, visual or graphic, may be attached as part of an annex, if the student wishes not to include them in the main text of the thesis. This attachment must begin with a list of enclosed materials. The text should be on the materials in the Appendices links. If the scope of the Annex (after adding to their work) hindering manipulate text will be part of a special bundle. Pictures in the Annexes should be numbered in the upper right corner (Fig. 1, Tab. 1) and mirror (printed surface area) should correspond to the area of custom text work (pictures should not exceed the area defined tabs) .

## **7. Index (optional)**

An alphabetical index of important names and terms may be included, and should indicate the pages on which they appear.

**Example of the front cover**

CHARLES UNIVERSITY IN PRAGUE  
Faculty of Humanities

Karel Kovanda [insert your name, surname and previous degree e.g. BA]

Information Literacy Adults [thesis title]

Master's Thesis (optional) [type of work – eg. Master's thesis]

Prague 2014 (optional) [insert year when the thesis will be defended]

## Example of Title Page

CHARLES UNIVERSITY IN PRAGUE  
Faculty of Humanities  
Department of Historical Sociology

Karel Kovanda [insert your name and surname with previous degree]

Information Literacy Adults [thesis title]

Master's Thesis [type of work – eg. Master's, bachelor's, etc.]

Supervisor: Prof. Johann Pal Arnason [name of supervisor including academic degrees]

Prague 2014 [insert year in which the thesis will be defended]

## **Example of declaration**

### Statement

I hereby declare that I have written this diploma thesis solely by myself and I agree with its eventual publication in print or electronic form. All sources and literature have been properly cited. This work has not been used to obtain a different or the same degree.

Prague, June 28<sup>th</sup>, 2014

[**declaration date**]

Karel Kovanda

[**author's name + signature**]