

FACULTY OF ECONOMICS USB

REQUIREMENTS FOR SUBMISSION OF DISSERTATIONS

OUTLINE OF WORK

Recommended structure of the thesis text:

1. Overview of the current state of the issue, which is the subject of DisP.
2. Aim of the work (hypotheses - if they are necessary with regard to the chosen topic).
3. Methodology.
4. Overview of the solved problems (literary research).
5. Results with the introduction of new findings.
6. Discussion of results.
7. Conclusions.
8. Summary.
9. List of used literature.
- I. Summary and keywords in English.
- II. List of used sources
- III. List of figures and tables with names.
- IV. List of attachments (if there are attachments in the work)
- V. Annexes

Note: This is a recommended syllabus. In justified cases, the syllabus can be adapted to the character issues addressed.

PRINCIPLES OF WRITING AND SCOPE OF DISSERTATION

The recommended scope of work is at least 100 A4 pages. The dissertation is a graduate thesis. As such, they place certain demands on the formal side of the written speech. This presupposes respect for the following principles:

- Creating a clear and logical structure of work. Hierarchical chapter numbering (1, 1.1, 1.1.1,...) is used, and the number of numbering levels should not exceed three.
- Use (to an appropriate extent) of a note-taking apparatus (footnotes).
- A clear separation of what is the author's original contribution from what is derived from the works of other authors. It is necessary to state the state of knowledge in the solved field / problem.
- **Respecting copyright and citation rules of used sources.**

o Throughout the text, it is necessary to include references to the original sources of ideas, or even literal citations of the texts taken in quotation marks. A reference to the original source must be provided at the same time. Everything that is not your own is quoted / referenced. The same applies to taken pictures, graphs, formulas, tables diagrams...

o The author is responsible for the originality of the work and compliance with copyright law. The list of used literature must be complete and accurate. In case of violation of these rules, there is a risk of non-recognition of work and disciplinary proceedings with the student. At the same time, it is necessary to take into account the reaction of authors whose works have been misused. Submitted works are subject to electronic control in order to detect plagiarism.

o The author inserts the following statement into the thesis (see Measures of the Rector of JU R 452/2020):

I declare that I am the author of this thesis and that I have prepared it using only the sources and literature listed in the bibliography.

Date
(in the printed version handwritten signature in all copies!)

Student's signature

Requirements:

Language of the dissertation

The permitted language of the dissertation is Czech or English.

Sorting of individual sheets and chapters

- Home page (do not use the university emblem)
- Declaration (must be signed before submitting the thesis) and consent to publication
- (Acknowledgments - if the author deems it appropriate).
- Contents (titles of chapters and subchapters and their corresponding page numbers)
- Own text of the thesis (see recommended breakdown below)

Page numbering

Page numbering starts from the work itself, ie from the content. We will start counting the pages, except for the cover from the title page.

Example:

1st page: title page;

2nd page (back of sheet): (blank),

Page 3: Declaration

4th page (back of sheet): (blank),

5th page: thanks (optional),

6th page (back of sheet): (blank),

Page 7: content of the work - from this page the work begins to be numbered, ie "1", 2, 3, etc. to the "list of used resources" inclusive. The pages are no longer numbered. The start of numbering can also be set from the actual side of the file (eg from 7).

The work can be printed on one or both sides.

Text formatting

- 2.5 cm margins are used in the work, except for the inner margin, where it is necessary to leave a reserve for 3.5 cm binding.
- Line spacing is used 1.5.
- Hyphenation is used.
- Recommended text font - Times New Roman, size 12.
- Do not use more than 3 fonts.
- Heading font is used Arial size min. 12
- A space offset of 6 b. after the paragraph is used.
- Italics and quotation marks are used to distinguish quotations.
- Each chapter must start on a new page.

Tables. Pictures and formulas

- For tables and figures, the emphasis is on clarity and explanatory power.
- Numbering of tables and figures is continuous.
- Tables and figures are marked with the title "Table 1:", resp. "Figure 1:", resp. Graph 1:
 - located above the table / figure. Below the table, resp. the image will show the source: "Source:".

- Tables and figures are referred to in the text.
- Formulas are numbered consecutively in Arabic numerals in parentheses at the right edge of the page.

CONTENT OF INDIVIDUAL PARTS OF THE WORK

Introduction

- Definition of the topic of the work and more general classification of the solved problem.
- Definition of the goal of the work and its justification,
- Definition of basic terms¹.
- Possible benefits of work.
- Assumptions and limitations of work.
- Indication of the structure of the work for easier orientation of readers.
- If necessary, the terminology used can also be justified.

An overview of the issues addressed

- Maps the state of development of the issue from other authors important in the field. The literature review serves to determine the basis for solving the problem. It should not be too extensive, it depends on the nature of the work (without attachments).
- In the literature review, it is necessary to focus directly on the problem to be solved, to either omit marginal issues or just state and resolve them by reference to the relevant literature.
- Scientific and professional journals and proceedings and scientific and professional monographs, which are subject to review before publication, are preferred in the selection of literature.
- Literary review refers to the complete bibliography (bibliographic references). The way of referencing respects the style of **APA 6th**
- <https://libguides.library.usyd.edu.au/c.php?g=508212&p=3476096>
- Recommendation: use the free Zotero tool to manage citations. This software can be installed on all systems running Firefox (Windows, Mac OS X, Linux)

Methodology

- The methodology is used to achieve the goal of the work, to solve the problem. The introduction of the methodology is a condition of the scientific nature of the work!
- The methodology also serves to enable the reader (user) of the work results to be able to evaluate the credibility of the work results; possibly so that he can repeat the work with other or newer data, etc.
- It is necessary to state brief theoretical background of the solution (following an overview of the issues addressed).
- The goal is often generally set. It is possible to derive (formulate) a hypothesis from it and then verify it using appropriate methods of scientific work. There can be even more hypotheses.
- Attention must be paid to the selection of data sources and their description. It must be clear what data the author is based on. The methodology must therefore include a description of methods for obtaining empirical data. Otherwise, the plausibility of the results obtained cannot be assessed.
- The methodology must contain a description of the methods used (observation, description, explanation, comparison, experiment, model, analysis, synthesis, induction and deduction), briefly with reference to the relevant literature, if they are standard methods, or in more detail for modifications). The content also includes a sequence of individual solution steps.

Results and their discussion

- It contains the solution of the work (according to the methodical procedure).
- Presents the results of the work and critically discusses the results with the results of other authors.

Conclusion

- The conclusion synthesizes the results obtained by the solution.
- Shows how the set goals of the work were met.
- Emphasizes the author's own contribution.
- Indicates the usability of work results and suggestions for further solutions, analyzes...
- Concise and clear wording is used.
- Only conclusions that result from solving your own work are given!

The conclusion must be followed by:

- Summary and keywords in English.
- List of literature.
- List of figures and tables with names.
- List of attachments (if there are attachments in the work).
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Plagiarism control

Before the actual elaboration of the report, the supervisor submits each final work (just after its insertion by the student into the STAG system, before its defense) to the plagiarism control. It has the Theses.cz system, which is accessible via the STAG web portal as follows:

log in as a teacher → select the IS / STAG tab at the top of the menu → select Work - plagiarism from the menu on the left

→ select a student and check the compliance percentage.

Plagiarism control in the STAG portal works as follows: within 24 hours after the student uploads the work to STAG, it is possible to find out the percentage of agreement. The supervisor will therefore carry out the inspection and express the result of the inspection in the in the application for defense of the dissertation of the student.

Opinions and results of the defense will be published in accordance with § 47b of Act No. 111/1998 Coll.

SUMMARY OF THE DISSERTATION

The dissertation abstract is a brief presentation of the dissertation. Its intention is to acquaint the reader with the main outputs of the dissertation and to present the issues addressed in the thesis. The abstract contains parts according to Art. 2 Measures of the Dean of EF JU No. 215/2022 to ensure study in DSP and a list of own publications.

The scope of the abstract is a maximum of 25 pages, A5 format - brochure.

SCIENTIFIC ARTICLE SEPARATE

Separate - a separate imprint, copy of an article or article previously published in a journal (book, collection, etc.) reprinted specifically for the author's needs. The department retains the identification features of the original publication (source document), ie. the first and last page of the publication with ISBN or ISSN, with the names of opponents or members of the editorial board, including the page with the content of the journal (books, proceedings, etc.)