

Obligatory standards for bachelor thesis

Bachelor thesis outline

Numbering and titles of main chapters are given by the outline of the thesis and they are obligatory to be followed:

1. Introduction
2. Thesis objective and methodology
3. Literature Review
Further subchapters by instructions of the supervisor
4. Own work / Own solution / Analytical part *
5. Results and discussion / Evaluation of results *
- X. Conclusion
- X. References
- X. Supplements

* *Only one of choices must be selected.*

Note: The number and titles of further chapters (between Literature review and Conclusion) is based on the advice of the supervisor. Numbering of the chapter Conclusion is continuing on the previous chapters.

Cover of the thesis and page sequence

Cover of the thesis

The cover is required to be a hard cover. The colour of the cover and printed letters is not set. Front face of the cover must include these figures:

- name of the university,
- name of the faculty,
- bachelor thesis,
- year,
- name of the author – first name, SURNAME, eg. John SMITH.

Introductory page sequence

- Title page – university, faculty, department, type of thesis, title of the thesis, author's name and copyright (© year CULS in Prague).
- Bachelor thesis assignment – original of the assignment and the copy, both pages scanned – in all forms of the thesis (two hard copies and an electronic form).
- Affirmation of individual and independent work on bachelor thesis, date, signature (bound in both hard copies)
- (Acknowledgement to the supervisor, consultants, and other cooperatives for their advice or provided information)
- First numbered page

- First numbered page¹ - thesis title in Czech and English language, summary in Czech (maximum is 15 rows), key words in Czech (maximum is 10 terms), summary in English, keywords in English. This page is with single line spacing.
- Table of contents – hierarchical order of numbered chapter and subchapter titles, including all supplements, and their numbers. In the table of contents, the list of figures and list of tables is written – visualization type, numbering, caption name and the page number.

Thesis layout and extent

The table below summarizes the standard layout of the thesis pages and the extent of thesis is given.

Basic parameters of page layout and thesis extent.

Criteria	Specification	Size/Type
Margins	Top Left Bottom Right	30 mm 35 mm 30 mm 20 mm
Line spacing	Basic text	1,5
Font size	Basic text	12
Font	Vector serif proportional font	Times New Roman
Extent of thesis	Main text	30 – 40 pages

The given extent of the thesis is intended for the main text part of the thesis that comprises:

- Main text part of the thesis, starting from the chapter Introduction to the chapter Conclusion, including necessary figures and tables.
- List of references (chapter References).

The complete bachelor thesis is:

- Introductory page sequence (see above).
- Main text part of the thesis.
- Supplements.

Elaborated by the CSN ISO 7144 Documentation – Formal layout of dissertation thesis and similar papers.

Source:

Požadavky pro předkládání bakalářských prací SZZ 2012 (Czech), PEF, 2010. Translated.

¹ The digit on the first numbered page is calculated as a sum of all previous pages starting from the title page. If all pages are included, ie. Title page, Assignment (2 pages), Affirmation and Acknowledgement, the first numbered page is page no. 6.