

MENDEL UNIVERSITY IN BRNO
FACULTY OF FORESTRY AND WOOD TECHNOLOGY

In Brno on 14/10/2014
Ref. No.: 19450/2014-491

Dean's Directive No. 4/2014

**On the Form of Written Theses and Citations from Documents Used in Qualification Theses
Presented at the Faculty of Forestry and Wood Technology (FFWT)**

issued in compliance with §28(1) of Act No. 111/1998 Coll.

Article 1

Basic Provisions

- (1) This Directive shall apply to the copyright and requirements for official forms of qualification theses presented at the Faculty of Forestry and Wood Technology of the Mendel University in Brno (hereunder only the "University").
Qualification theses are:
 - Bachelor's Thesis
 - Diploma Thesis
 - Dissertation Thesis
- (2) The Directive shall apply to other final and seminar works, where appropriate, in the scope determined by the lecturer or the head of the pertinent department.
- (3) The Directive on the form of documents is based upon the provisions of CSN ISO 690 (01 0197): Information and documentation – Rules for bibliographical references and citations. The 2011 Directive respects deviations from ISO 690 in individual fields with reference to traditions.

Article 2

Copyright

- (1) Copyright shall be subject to Act No. 121/2000 Coll. on Copyright, Rights Related to Copyright and Amendment of Certain Acts. Qualification works are school works under §60 of Act No. 121/2000 Coll.
- (2) The University shall have the right to enter into a licence agreement pertaining to school work use - § 35(3) of Act No. 121/2000 Coll. Should the author refuse to grant approval without serious justification, the University may seek a substitute for such approval in court.
- (3) Unless agreed otherwise, a qualification work's author may use such work or provide a licence to another provided such an arrangement does not contravene the rightful interests of the school or another educational establishment.
- (4) The University shall have the right to order the qualification work's author to contribute reasonably in order to compensate for costs the University has incurred in compilation of the work under sub-clause 2, depending on the circumstances, up to the actual cost while taking

into account the earnings obtained by the University from using the school work under sub-clause 1.

- (5) The University shall not be deemed to have infringed copyright under § 35(3) of Act No. 121/2000 Coll. should the University use the qualification work without gain for its internal use to meet school or study obligations ensuing from its legal relationship with the school, school-related or educational establishment (school work).

Article 3

Qualification Work and its Requisites

- (1) Bachelor's thesis shall be technical, research, development, creative and artistic final written texts or theoretical studies and researches in the form of an essay that may have the character of a compilation. The anticipated output shall be the student's own conclusions and their justifications. The recommended scope of the bachelor's thesis shall be 30 standard pages, i.e. 54 000 characters including spaces
- (2) Diploma theses shall be technical, research, development, creative, artistic projects, theoretical studies of field grounds, marketing studies, documentation to stylistic installations, assessed collections of documentation for technical, typological, ergonomic, planning and other purposes in the field. The student's own ingenuity and methodical approach are anticipated. The student shall formulate and justify their conclusions and application of the results in real life, to the standard required. The recommended scope of a Master's thesis comprises 50 standard pages, that is approximately 90 000 characters including spaces.
- (3) Doctoral dissertation theses shall be complex technical, research, creative, artistic projects or independent theoretical works for the purposes of preparing the diploma student for independent work in research, development, creative artistic undertakings and work in the field of theory. The dissertation thesis must contain new, original, published results or results accepted for publication.
The recommended scope of a dissertation thesis shall be 100 standard pages, that is approximately 180 000 characters including spaces.
- (4) Along with the diploma thesis the student presents a thesis abstract in Czech (Slovak) with an English summary, in case of the doctoral programme or a study in a foreign language, the abstract is compiled in this language and includes a summary in English and Czech (Slovak). The abstract shall contain basic concepts, hypotheses, methods, results and conclusions of the diploma thesis laid out briefly and in the same form as in the thesis. The abstract will include the student's professional CV and a list of his/her publications.
- (5) More students can participate in solving one problem; each of them however presents a separate qualification thesis stating their contribution to the problem solving.

Article 4

Formal Requirements of Qualification Theses

- (1) The textual part of the qualification thesis shall be printed on A4 format office paper of minimum paper grammage of 80g. Text is to be printed on only one side of the paper, the recommended font is 12 point Times New Roman, with line spacing of 1.5. The left margin of the text to 35mm (for binding), while that on the right, top and bottom is 25mm.
- (2) In at least two copies of the work the individual sheets are bound in a secure tight binding. The binding's front cover stipulates

in the upper part: Mendel University in Brno
Faculty of Forestry and Wood Technology

in the centre: Qualification thesis title
Type of qualification thesis

in bottom left part: Academic year of delivering the qualification thesis

in bottom right part: First name and surname of the author

- (3) The title page of the qualification thesis stipulates:

in the upper part: Mendel University in Brno
Faculty of Forestry and Wood Technology
Department (that assigned the thesis)

in the centre: Qualification thesis title
Type of qualification thesis
Separate appendix to the qualification thesis (if applicable)

in bottom left part: Academic year of delivering the qualification thesis

in bottom right part: First name and surname of the author

- (4) Assignment of the qualification thesis consists of the UIS MENDELU form that gives all technical requisites of qualification thesis assignment, signature of the author, qualification thesis supervisor, head of the department and faculty dean, substantiated with the faculty stamp.
- (5) Statutory declarations (in accordance with the Mendel University Chancellor's Decree no.5/2013) shall be given after the assignment sheet of the qualification thesis and contain:

A statutory declaration with the text below and the author's signature:

I hereby declare that I compiled the [type of qualification thesis] on the topic of by myself and have stated all sources used. I agree to my thesis being published in accordance with §47(b) of the Act No. 111/1998 Coll. on Higher Education Institutions including amendments to some other acts and in compliance with Mendel University Chancellor's decree on publishing final theses.

I am fully aware that my thesis is subject to Act no. 121/2000 Coll., The Copyrights Act and that the Mendel University in Brno has the right to enter into licence agreements for use of this work as school work in accordance with §60 section 1 of the Copyrights Act.

I hereby agree to obtain a written statement from the University that any license agreement with a third party on the use of copyright does not contravene the rightful interests of the University prior to executing any such agreement, and agrees to disburse any compensation for costs incurred in association with the thesis compilation in compliance with the due calculation.

In Brno on: student's signature

Article 5

Qualification Thesis Requisites

- (1) The test shall be structured as follows:
- Title page (see Art. 3(4))
 - Qualification thesis assignment – completed and signed UIS MENDELU Brno
 - Statutory declaration of the author with his/her signature (see Art. 3 (6))
 - Acknowledgements (not mandatory)
 - Abstract – one separate page as follows
 - a) Name of the student and title of the Bachelor’s thesis – in Czech and English
 - b) Abstract – in Czech or Slovak, about 8 lines
 - c) Key words in Czech
 - d) Abstract – in English, about 8 lines
 - e) Key words in English
 - Contents of the qualification thesis on a separate sheet of paper
 - The actual qualification thesis – usually divided into introduction, thesis objective, current state of the issue in question, possible solutions, methods, results, discussion, conclusion.
 - Summary in English – half a page in case of a Bachelor’s thesis, one page for Master’s and two pages in a doctoral thesis.
 - A list of cited literature starting on a separate page after the conclusion
- (2) Technical documentation and appendices

Article 6

Qualification Thesis Style

- (1) Individual sheets are numbered with Arabic numerals in the header or footer or horizontally in the centre or on the margins. Numbering starts from the Introduction.
- (2) In the case of complex text structure, individual parts must be distinguished in order to make the content, which is part of the qualification thesis, well arranged. The key chapters should always start on a new sheet. The table of contents states the titles of individual chapters, sub-chapters, sections, sub-sections, etc. giving their first page number.
- (3) Numbering tables, figures and graphs is done separately and continuously throughout the thesis as follows: Fig. X. (for graphs and figures) and Tab. X (for tables). The number and description in the case of figures will be under the figure and above the table in the case of tables.
- (4) To quote a different text, or should the author want to emphasise or otherwise highlight a text, they can use italics or (in the case of longer quotes) a layout with a narrower text width (with wider left and right margins).
- (5) An appendix (technical documentation) is inserted at the end of the qualification thesis and secured against loosening or incorporated separately in hardback as an independent part of the qualification thesis. This information must be stated on the title page, see Art. 3 (4).
- (6) The filing a qualification thesis in electronic format must be carried out in accordance with the Mendel University Chancellor’s Decree on archiving final theses in electronic format.

(7) The usual format of qualification thesis is A4, but creative parts and technical projects may be delivered in an A3 format or any other approved format. The manner of qualification work formatting shall be determined by the department assigning the thesis.

(8) A thesis may include an appendix in the form of a model or spatial solution, the form and execution of which shall be set by the department assigning the thesis.

Article 7 **Qualification Thesis Language**

Qualification theses may be presented in Czech (Slovak) or English, or in the case of study programmes accredited in a foreign language, in this language. A thesis may be presented in a different language only with the Dean's consent or, in the case of doctoral programmes, with the consent of the specialist board (oborová rada). Qualification theses in Czech (Slovak) or any other language include a summary in English. Qualification theses in English or any other language include a summary in Czech (Slovak).

Qualification theses will be written in formal language in expert style with recommended use of the passive tense. A qualification thesis that fails to meet the requirement for formal language, may be rejected by the opponents.

Article 8 **Citation Placement in the Text**

(1) Citations will be written as in the following example:

Vomáčka (1995) states; Vomáčka and Novák (1995); Vomáčka et al. (1995);

... drop in growth detected (Vomáčka, 1995); (Vomáčka and Novák, 1995); (Vomáčka at al. 1995);

(2) In theses that due to their topic or the form of compilation tend to use notes, individual sources are referred to in the text by the number of the note written in superscript. A citation is given in a footnote and located under a line on the page.

- (a) Footnotes will be numbered continuously throughout the document.
- (b) Other text located in footnotes will similarly be subject to paragraphs 1 and 2.

Article 9 **Citation Structure**

(1) Citations of a literary work in the bibliography will be given according to the standard in force (Article 1) or in this sequence:

- a) Surname of the author, first name's initials. In case there are more authors, either all will be mentioned by name divided by commas, or in case of more than three authors, only the name of the first with *et al* attached.
- b) Year of issue written in Arabic numerals.
- c) Title of the thesis in the language of the publication cited, the edition in the case of books
- d) Publisher information. Give publication location and name of publisher in the language of the publication. In case of more locations, state the first place or

- typographically highlighted place.
- e) Publication's range – gives the number of pages or number of volumes.
 - f) Standard number – ISBN, ISSN etc. (optional information)

Sample of citation of a book:

BOND, J., BOK, K., 1948. Biedermeier, Prague, Nakladatelství V. Kapuszy, 183p.

REKTORYS, K. et al., 1995. Přehled užití matematiky I. a II., 6th revised issue
Prague, Prometheus, 1594 p. ISBN 80-85849-72-0.

WINGFIELD M.J., SEIFERT K. A., WEBER J. F., 1993. Ceratosystis and Ophiostoma: Taxonomy, Ecology and Pathogenicity. APS Press. St. Paul., Minnesota, USA.

GIBBS J.N., BRASIER C.N., WEBBER J.F., 1994. Dutch Elm Disease in Britain. Forestry Commission Information Note 252. Forestry Commission Edinburgh. Edinburgh, U.K.

Example of citing collective works with a greater number of authors where the author of the cited extract is known:

MELICHAR, J., 1957. Význam a technika inventarisace zásob přirozených lesních združů zimní výživy zvěře v ochraně lesa proti škodám zvěří. In KESSL et al. Ochrana proti škodám zvěří. Praha, SZN. 40-62.

Example of citing a translation of a book publication:

KASL, H. 2004. Dějiny světa. Translated by PETR KŮST. Praha, Obzor, 125p.

- (2) Citation of magazine work in the bibliography will be given pursuant to the standards in force (Article 1) or in this sequence:

a) Surname of the author, first name initials. In a work by more authors, all authors are given, their names separated by commas; in the case of more than three authors, the first can be given with "et al" after.

b) Year of issue

c) Title of the magazine in the original language. If a translation is involved, the translation of the title may be given in square brackets.

d) Title of the magazine.

e) Year (volume)

f) Number of issue and reference to pages.

Example of citation of an article in magazine in case of reference to the entire article:

KRAUS, C., KOZEL, S., JANDA, L. et al., 1997. Školy v České republice. Školní rozhledy, 2:89-96.
MIHÁL, L., CICÁK, A., 2004 Necrotic disease of beech in individual growth stages. Journal of Forest Science, 50(8). 353-359.

Example of citation of an article in a periodical:

BRASIER C. M., 1991. *Ophiostoma novo-ulmi* sp. nov., causative agent of current Dutch elm disease pandemics. Mycopathologia 115(3). 151-161.

BARNES I, CROUS P.W., WINGFIELD B.D., WINGFIELD M. J., 2004 Multigene phylogenies reveal that red band needle blight of Pinus is caused by two distinct species of Dothistroma, *D. septosporum* and *D. pini*. Studies in Mycology 50:551-565.

- (3) The provisions above apply likewise to citations of entries published in anthologies.

Example of a citation published in an anthology:

BUBEN, K. 2001. Konstrukce lůžka. In Sborník z konference "Český nábytek v EU", Brno, Asociace českých nábytkářů Brno. 20-31.

- (4) Citations of legislation will be given in this sequence: title of the legal form, number/year of issue including promulgation sheet and the title of the regulation.

Example of legislation citation:

Act No. 513/1991 Coll., Commercial Code, as later amended.

Common abbreviations can also be used in the text after the first unabbreviated citation, such as for instance "ObchZ" in the case of the Commercial Code.

- (5) Citations of standards will be given in the following sequence: number identification, title, year of issue.

Citation example:

CSN 91 0100: Furniture – Safety Requirements, 2005.

CSN EN 1022: Domestic furniture – Seating – Determination of stability, 2004.

Following the first complete citation, the usual abbreviation of for instance CSN 910100 will suffice.

- (6) In case of citing electronic sources it is essential to state not only the author and name of publication but also citation date and specification of online access to the source in square brackets. Information on access to a source with a greater number of sublevels can be abridged to achieve transparency. The citation gets recorded in the form as stated in the source.

Example of an unabridged citation of electronic publication:

MEIER, J. Das Neu Web: *Schritte auf dem gutem Weg* [online] cited on April 1st, 2003.

Available on the World Wide Web: <<http://www.purad.de/ausatz/30020043.html>>.

Example of an abridged citation of electronic publication:

MEIER, J. Das Neu Web: *Schritte auf dem gutem Weg* [online] cited on April 1st, 2003.

Available on the World Wide Web: <<http://www.purad.de/>>.

- (7) In case of immediately repeating citation of the same work by an author or authors, it is possible to opt for reference citation with text "ibidem", or text of the same meaning giving the page of the repeatedly cited work.

Article 10 Final Provisions

This Directive shall make Directive No. 2/2007 On the Form of Written Theses and Citation of Documents used in Theses Presented at the FFWT dated 2/21/2007, null and void.

This Directive shall come into force on 20/10/2014.

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Dean