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| Thesis title (EN)Thesis subtitle (EN) |
| Bakalárska práca, Diplomová práca |
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| 2009 | Academic degree First name Last name |

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| Pavol Jozef Šafárik University in KošiceFaculty of Arts |
| Thesis title (EN)Thesis title (EN)Thesis subtitle (EN)Thesis subtitle (EN)Thesis title (SK)Thesis subtitle (SK) |
| **B.A. Thesis, M. A. Thesis**B.A. Thesis, M. A. Thesis |
| Study programme: | Specialization (EN)Specialization (EN) |
| Study branch: | Name of the field of study (EN)  |
| Department: | Name of the Department (EN)Name of the Department (EN) |
| Thesis supervisor: | Degree First Name Last Name, Rank |
|  |  |
| PlacePlace 20092009 | Academic degreeAcademic degree First nameFirst name Last nameLast name |

**Acknowledgement (optional)**

Here you may express your acknowledgement to your thesis supervisor or consultants for their observations and expert assistance in drafting your thesis. It is not customary to express thanks for a routine check, minor cooperation or general advice. Acknowledgement on the use of another piece of academic writing is made in the form of a citation at the end of the main body of the text of your thesis, and references to citations must be provided at the appropriate places in the thesis text.

**Final thesis assignment**

The Final Thesis Assignment (hereinafter referred to as the "Assignment") is a document, by which the university lays down the student their study commitments in connection with drafting their final thesis. The assignment usually contains the following: the final thesis type, the final thesis title, name, surname and academic degree(s) of the student, name, surname, and academic degree(s) of the thesis supervisor, in case of an external supervisor it shall contain the consultant´s name, surname and academic degree(s), the relevant instruction workplace, name, surname, and academic degree(s) of the department of instruction head, name, the final thesis annotation, the language in which the thesis is written, date of the approval of the assignment.

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| Abstract (in the language of the thesis) |
| The Abstract shall contain the information on the objectives of the thesis, its brief content; the conclusion of the Abstract shall contain attainment of the objectives, the outcomes, and the relevance of the whole thesis. The Abstract shall contain 3-5 key words. The abstract shall be written continuously as a single paragraph, and shall typically contain 100 to 500 words. |

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| Abstract (in Slovak) |
| The text of the Abstract shall be written in the National language. If it is not possible to place the language version on one page with the Abstract in the language of thesis, it is necessary to place it on a separate page (the Abstract cannot be divided and placed on two pages). |

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**List of Abbreviations**

μ **micro**, 10-6

SI **S**ystème **I**nternational

V **volt**, the basic unit of voltage in the SI system

**Subject index**

**Dissertation (A thesis)** is an extensive scientific debate, in which a complex technical issue is addressed on the basis of scientific research by employing (using) a large set of documentary material and scientific methods.

**Font** is a file that contains the rules for the display of the text in a particular font, e.g., in the printer. What we see is the font; font is a file, and we do not see it.

**Meter** (m) is the distance that the light travels in the vacuum for a time interval of 1/299 792 458th second.

**Process** is a sequence of time-phased events in such a manner that each previous event participates in the determination of the following event.

Introduction

The main part of the thesis shall consist of the following: introduction, the core text, conclusion, summary (required only if the thesis is drawn up in a language other than the national language), bibliography of the sources used.

In the introduction, the author shall briefly and concisely characterise the current state of knowledge or experience in the field, which is the subject matter of the final thesis and shall inform the reader on the meaning, aims, and objectives of the thesis. The author shall underscore in the introduction why the thesis is important, and why s/he decided to handle this topic.

Chapter title

The student shall arrange the structure of the thesis, its breakdown into chapters and sub-chapters, according to the instructions of the teacher of the Thesis Seminar study subject, and the instructions of the thesis supervisor.

The core is the main part of the thesis and its breakdown shall be determined by the thesis type. In scientific and technical thesis, the core shall usually consist of the following main parts:

* current status of the issue being addressed in this country and abroad,
* objective(s) of the thesis,
* methodology of the thesis and methods of investigation,
* the results of the thesis,
* discussion.

In the part Current Status of the Issue Being Addressed, the author shall present the available information and knowledge pertaining to the topic concerned. The source for processing shall consist of the currently published works by both national and international authors. The proportion of this part of the thesis shall comprise approximately 30% of the thesis.

The part Objective(s) of the Thesis shall clearly, concisely and accurately characterize the subject matter of addressing the issue concerned. It shall also comprise any partially addressed objectives, which are a precondition for attaining the principal objective.

The part Methodology of the Thesis and Methods of Investigation usually includes:

* definition of the object of investigation,
* working procedures,
* method of obtaining the data and their resources,
* methods used for the evaluation and interpretation of results,
* statistical methods.

The results of the thesis and the discussion are the most important parts of the final thesis. The results (your own attitudes or your own solution of substantive issues), which the author arrived at, shall be logically organized and sufficiently assessed in describing the same. Also, any facts and pieces of knowledge shall be commented on in confrontation with the results of other authors. Where appropriate, the results of the thesis and the discussion may also form a separate part and together they usually shall represent 30 to 40% of the final thesis.

Sub-chapter title

The thesis sub-chapters serve the purpose of breaking the text down in order to achieve the highest possible level of clarity.

Title the third level

Edit your thesis in chapters and sub-chapters. The numbers of the chapters and sub-chapters (the second and the third levels) shall be cited in the text of the thesis as follows:

... In Chapter 1we have already said that ... ... see 2.1 ... etc. ...

The recommended range of the Bachelor thesis is 30 to 40 standard pages (54,000 to 72,000 characters including spaces), of the Magister thesis 50 to 70 standard pages (90, 000 to 126,000 characters), and the Dissertation of 80 to 150 standard pages (144,000 and 270,000 characters).

Just the main body of the text shall be considered included within the above numbers of pages, i.e., the introduction, the chapters, conclusion and the bibliography of the sources employed. More important than the number of pages of the thesis is the quality of thesis and the level of its elaboration. When writing, it is important to bear in mind the balance (proportionality) of the relevant parts of the thesis:

* The Introduction usually shall extend on 2-3 pages,
* The theoretical-methodological part shall usually form one-third of the thesis,
* The remaining chapters shall make up approximately two thirds of the thesis,
* The conclusion is normally written on 2-3 pages.

Title the Fourth level

Edit your thesis in chapters and sub-chapters. The chapter and sub-chapters numbers (of the Second and Third levels) shall be cited in the thesis text as follows:

... In Chapter 1we have already indicated that ... ... see 2.1 ... etc. ...

Title the Third level

Edit your thesis in chapters and sub-chapters. The chapters and sub-chapters numbers (the second and third levels) shall be cited in the thesis text as follows:

... In Chapter 1we have already said that ... ... see 2.1 ... etc. ...

An example of the chapters breakdown and handling the illustrations, tables, equations, and cross-references

In addition to the verbal text, the thesis text may contain the information expressed in a figure form and in symbols.

Illustrations

**Illustrations** are figures containing **charts**, **diagrams**, **maps**, etc. It is not necessary to distinguish among the various types of illustrations - all of them should be referred to as "Figure". All of the illustrations shall be numbered in a consecutive series of digits throughout the thesis and shall have the subtitles (Figure title) for each figure. The text of the subtitle shall be understandable even without a context. They are to be included immediately after the text, where they are mentioned for the first time (preferably on the same page). The figure should preferably be centred. When referencing the figure in the text, **cross references** in the figure are to be used (e.g. Figure 1). Figures and tables shall be inserted in this template as follows:

* Insert → *Figure*
* Right click on the figure inserted → *Insert description*
* In the window Description at the option *Mark*, we will select "*Fig.*"
* In *Location* we choose the option "Under *the selected item*"
* In the column *Description*, we will put down the figure title



Figure 1

We refer to figures and tables created in the text by **cross-references** (see **2.4**).

We create **cross references to figures and tables** as follows:

* set the insertion point where you want the link to appear,
* from the toolbar select: *Insert (Insert)* → *cross reference (cross-reference),*
* in the dialog box to select the cross-reference in the *type of reference* *(Reference Type) we select the Tab.* or *Figure,*
* in the *Insert link (Insert reference) we select the Insert link to: Only label and number* (number and description),
* from the list of descriptions we choose the table or figure and check the hyperlink (Insert as Hyperlink),
* *Insert* and *Close*.

**Update cross-references throughout the document: CTRL + A, then F9.**

Tables

Tables present the ideas and arguments discussed in the thesis. Any tabular material, which consists of more than four or five lines, should be arranged in the form of table of Table 2. Description and heading of the table is to be understandable as it stands, without having to make any reference to the text. The headings are to reflect the type of quantities and units in the form of "quantity/unit'; it is necessary to use the same symbols and abbreviations as those used in the text. Each table shall have a serial number and a title, usually located above the table. The table should have the same orientation as the text of the thesis.

Table 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | PP – 01 | PP – 05 | PP – 10 | PP – 16 | PP – 22 |
| C·108 (s−2) | 10,1 | 10,0 | 11,0 | 9,2 | 8 |
| t0 ·10−14 (s) | 2,63 | 1,44 | 0,95 | 2,21 | 10,83 |
| *Ea* (kJ) | 34,26 | 8,33 | 39,76 | 37,31 | 31,86 |
| Tmin (K) | 354 | 367 | 367 | 369 | 367 |
| T1min (ms) | 141 | 160 | 157 | 175 | 181 |
| *ΔM2* (Gs2) | 5,49 | 5,66 | 5,16 | 5,09 | 5,02 |

Table 2

|  |  |
| --- | --- |
| Title | Unit |
|  |  |

Equations and formulas

Equations are given in the middle of the line, explanations of symbols are situated at the beginning of the line. Explanations of symbols start at the beginning of the line. If there are several formulas in the thesis, the formulas numbers shall be written in parentheses without the spaces to be located at the right end of the line. For writing the physical quantities and mathematical variables, italics shall be used. We use the SI set of units (ISO 31 and ISO 1001). When writing the equations, we use **Equation Editor (we have to have it installed)**.

Insert the equations in this template as follows:

* Insert *→ Autotext →Equation*
* we shall mark the equation number (in the parenthesis on the right) and make a bookmark for additional references in text via:
	+ Insert *→ Bookmark →*we shall write the *name of the equation* in the box *Bookmark name (for example the equatin\_)*

 , . (1)

 , . (2),

For example:

Let's start with the equation

 , . (3)

We may see the graphic course of resolving the equation (2) in the figure (Figure 2).

Cross-references

By using the function of **cross-reference**, one may create references in the text to chapters, sub-chapters, equations, formulas, figures, tables, etc.

Cross-references may be created for numbered lists, headings, bookmarks, footnotes, captions, numbered paragraphs, and so on. It is essential to have a number reference list created. Then one may create a cross-reference to these references, and when the order of the references in the list is changed, the Word processor can automatically update the references numbers. **Update of cross-references in the entire document shall be effected through the CTRL + A and then F9 keys.**



Figure 2

Conclusions

In the Conclusion, it is necessary to briefly summarize the results attained in relation to the objectives defined.

Summary

If the thesis is written in a foreign language, it shall include a summary in the Slovak language in the extent of typically 10% of the thesis extent.

References

Bibliography of the sources used shall contain a complete list of bibliographical references. The extent of this section shall be determined by the number of secondary sources used, which shall correspond to citations used in the text.

Individual items in the list of bibliographical references shall be arranged in the alphabetical order. They shall be arranged according to the first element (entry), followed by the year of issue of the document. This shall be followed, where necessary, by lowercase letters, which differentiate the references with the same first entry and the year of issue.

Ethics and technique are essential in quoting. Ethics of quoting shall determine the way ethical standards are observed in relation to another author´s ideas and results that are contained in other documents and in the sources used. The technique of making citations expresses, whether and how properly, according to the *STN ISO standard 690:1998. Documentation – Bibliographic references – Content, form and structure*, the author makes references to the points in the text with the records in the documents, which are contained in the list of bibliographical references.

In the final theses, it is recommended to use the method of making citations by the first entry (the name) and the date, by which method the first entry (the last name of the author, or the first word of the title) and the year of issue of the document shall be indicated in the text in the parentheses. If the first entry already exists in the text, only the year shall follow in the parentheses. Where appropriate, the numbers of the cited pages shall also be indicated in the parentheses after the year of issue. If two or several documents have the same first entry and the same year of issue, these shall be differentiated by lowercase letters (a, b, c, etc.) after the year inside the parentheses. The same thing shall be done in the list of bibliographical references.

Examples of descriptions of the documents cited pursuant to ISO 690 and ISO 690-2:

1. Books/Monographs

*Elements of description:*

Author. Year of issue. Title: subtitle (optional). Order of issue. Place of issue: Publisher, year of issue. Number of pages. ISBN.

If there are three authors, their names shall be separated by a hyphen. If there are more than three authors, the first author shall be indicated followed by the abbreviation a kol, or et al., if the publication was published abroad. The first issue need not appear in the citation description.

*Examples:*

OBERT, V. 2006. Návraty a odkazy. Nitra: Univerzita Konštantína Filozofa, 2006. 129 s. ISBN 80-8094-046-0.

TIMKO, J. – SIEKEL. P. – TURŇA. J. 2004. Geneticky modifikované organizmy. Bratislava: Veda, 2004. 104 s. ISBN 80-224-0834-4.

HORVÁT, J. a kol. 1999. Anatómia a biológia človeka. 1. vyd. Bratislava: Obzor, 1999. 425 s. ISBN 80-07-00031-5.

1. **Article in a journal**

*Elements of description:*

Author. Year of issue. Title. In Title of the source document (newspapers, journals). ISSN, year, edition, volume number, page range (page from-to).

*Examples:*

STEINEROVÁ, J. 2000. Princípy formovania vzdelania v informačnej vede. In *Pedagogická revue*. ISSN 1335-1982, 2000, roč. 2, č. 3, s. 8-16.

BEŇAČKA, J. et al. 2009 A better cosine approximate solution to pendulum equation. In *International Journal of Mathematical Education in Science and Technology*. ISSN 0020-739X, 2009, vol. 40, no. 2, p. 206-215.

1. **Article from the volume of papers/proceedings and from a monograph**

*Elements of description:*

Author. Year of issue. Title of the article. In *Title of the proceedings*. Place of issue: Publisher, year of issue. ISBN, page range (pages from-to).

*Examples:*

ZEMÁNEK, P. 2001 The machines for "green works" in vineyards and their economical evaluation. In *9th International Conference: proceedings*. Vol. 2. *Fruit Growing and viticulture*. Lednice: Mendel University of Agriculture and Forestry, 2001. ISBN 80-7157-524-0, p. 262-268.

BOĎOVÁ, M. et al. 1990. An introduction to algorithmic and cognitive approaches for information retrieval. In *18. Informatické dni: sborník referátů z mezinárodní vědecké konference o současných poznatcích informačních a komunikačních technologiích a jejich využití*. Praha: Univerzita Karlova, 1990. ISBN 80-01-02079-7. s. 17-28.

1. **Electronic documents -monographs**

*Elements of description:*

Author. Year of publication. *Title* [Type of medium]. Edition. Place of issue: Publisher, date of issue. Date of update. [Date of citation]. Availability and access. ISBN.

*Example:*

SPEIGHT, J. G. 2005. *Lange's Handbook of Chemistry*. [online]. London: McGraw-Hill, 2005. 1572 p. [cit. 2009.06.10.] Dostupné na internete: <[http://www.knovel.com/web/portal/basic\_search/display?\_EXT\_KNOVEL\_DISPLAY\_bookid=1347&\_EXT\_KNOVEL\_DISPLAY\_fromSearch=true&\_EXT\_KNOVEL\_DISPLAY\_searchType=basic>](http://www.knovel.com/web/portal/basic_search/display?_EXT_KNOVEL_DISPLAY_bookid=1347&_EXT_KNOVEL_DISPLAY_fromSearch=true&_EXT_KNOVEL_DISPLAY_searchType=basic%3e) . ISBN 978-1-60119-261-5.

1. **Articles in electronic journals and other papers**

*Elements of description:*

Author. Year of issue. Title. In *Journal title*. [Type of medium]. Year of issue, volume, number [citation date]. Availability and access. ISSN.

*Example:*

HOGGAN, D. Challenges, Strategies, and Tools for Research Scientists. In *Electronic Journal of Academic and Special Librarianship* [online]. 2002, vol. 3, no. 3 [cit. 2003-01-10]. Dostupné na internete: <http://southernlibrarianship.icaap.org/content/v03n03/Hoggan\_d01.htm>. ISSN 1525-321X.

1. **Paper in the proceedings on a CD-ROM**

*Elements of description:*

Author. Year of issue. Title. *The proceedings title* [type of medium]. Place of issue: Publisher, year of issue, page range (from-to). ISBN.

*Example:*

ZEMÁNEK, P. The machines for "green works" in vineyards and their economical evaluation. In *9th International Conference: proceedings*. Vol. 2. Fruit Growing and viticulture [CD-ROM]. Lednice: Mendel University of Agriculture and Forestry, 2001, p. 262-268. ISBN 80-7157-524-0.

1. **Scientific qualification thesis**

*Elements of description:*

Author. year of issue. Thesis title: indication of the thesis type (dissertation, PhD thesis,). Place of issue name of the higher education establishment. Year of issue, page range.

*Example:*

MIKULÁŠIKOVÁ, M. 1999. *Didaktické pomôcka pre praktickú výučbu na hodinách výtvarnej výchovy pre 2. stupeň základných škôl*: diplomová práca. Nitra: UKF, 1999. 62 s.

1. **Research reports**

*Elements of description:*

Author. Year of issue. *Thesis title*: report type (VEGA, interim report). Place of issue: Name of the institution, year of issue. Page range.

*Example:*

BAUMGARTNER, J. a kol. 1998 *Ochrana a udržiavanie genofondu zvierat, šľachtenie zvierat*: výskumná správa. Nitra: VÚŽV, 1998. 78 s.

1. **Standards**

*Description of elements:*

Designation and number of the standard. Year of issue (not the year of approval or effect): Name of the standard.

*Example:*

STN ISO 690:1998 Dokumentácia – Bibliografické odkazy – Obsah, forma a štruktúra.

Appendices

1. User's Guide
2. System Manual

This part of the thesis is mandatory and shall contain a list of all the annexes, including the electronic media. The attachment titles in the list shall be consistent with the titles set out in the relevant annexes. Printed annexes shall have the identification data on the first page – the information consistent with the Magister thesis cover sheet, followed by the annex title (System Guide, User's Guide). The identification data shall also be on discs or floppy discs. If there are several media, they shall also be labelled numerically in the form of I/N, where I is the serial number and N is the total number of the media concerned.

Any annex shall start on a new page and shall be marked by a separate letter or number (Annex A, Annex B, … or Annex 1, Annex 2,...). Pagination of the Annexes shall follow the main text pagination.