

Rector's Decree No. 4/2006

Instructions for the Writing and Uniform Formatting of University Theses at the Academy of Performing Arts

Appendices:

- No. 1 – [Required Graphic Layout for a Title Page](#)
- No. 2 – [Required Graphic Layout for Data on the Covers](#)
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Prague, 9 May 2006
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establishing

Instructions for the Writing and Uniform Formatting of University Theses at the Academy of Performing Arts

(hereinafter the "Instructions")

Article 1

Resources for creating the source text of the thesis

- 1) The resources of Open Office or MS Office (e.g. Word, Excel etc.) are used for writing the source text of a thesis. Musical notation is processed in standard programs enabling conversion to pdf format.
- 2) Other resources should be consulted in advance with the Academy's Computer Centre. For general text formatting instructions, see Article 4.
- 3) For recommendations concerning the creation of non-text theses, see the separate regulation **Formats for University Theses at the Academy of Performing Arts** (hereinafter "**Formats**" and "Theses").

Article 2

General principles for writing a scholarly text

- 1) The principles set forth in this Article apply primarily to theses that are scholarly texts of an independent, theoretical nature, submitted for defence as the primary part. These principles are

applied to an appropriate degree to the writing of texts supplementing an artistic performance or artwork.

2) A Bachelor's thesis verifies the skill and knowledge the student has gained while studying and his/her ability to use them for completing concrete, practical tasks. In this thesis, the student tries to give the best possible representation of his/her abilities and of the level of his/her knowledge. The text of a Bachelor's thesis must correspond to the assignment, clearly expressing the basic idea of the thesis and its focus. The actual text of a Bachelor's thesis (without indices etc.) generally does not exceed 50 pages, but the minimum permissible length is 20 pages.

3) A Master's thesis has greater scope and depth of development than a Bachelor's thesis. It has the character of a more extensive theoretical study that gives a new viewpoint on the assigned problem or is a well-researched analysis of a studied problem and a version of a solution. The actual text of the thesis generally does not exceed 80 pages, but the minimum length is 40 pages.

4) If the main object of the defence is an artistic performance or artwork, the author shall prepare the required text in accordance with the instructions of the relevant department approved by the dean of the faculty in question.

5) Texts are also evaluated for their linguistic and stylistic quality and for the absence of grammatical errors. Correct spelling, use of proper technical terminology and clarity of expression are required. Long compound sentences, inserted parenthetical phrases etc. should be chosen cautiously, as they do not usually contribute to clarity. The text should not make excessive, unnecessary use of abbreviations, and an alphabetical list must be made of any abbreviations used. The text must undergo final linguistic and technical editing.

6) The title of the thesis should be fitting, unambiguous and brief. The length of the title should not exceed 60 characters. As work progresses, the title may be made more specific with the use of an appropriate subtitle.[1]

7) At the beginning it is necessary plan the overall structure of the thesis and to take the assignment as the departure point. It is important to make a proper working outline, which will require updating as work progresses. The author shall delineate the main chapters, subchapters, sections and further subsections if any and their mutual hierarchical relationships and designation.[2]

8) The table of contents lists all of the parts of the thesis (including appendices, indices, bibliography etc.) and their page numbers.

9) The author must explain the meaning of all terminology he/she uses, unless the terminology is entirely usual in the given field. If the topic of a thesis is very specialized, it is also necessary to write a brief summary of basic background information, if such information cannot be expected to

be widely known. In the introduction the author should explain his/her motivation and the goal of the thesis, and should provide brief comments on the contents of the individual chapters.

10) The conclusion should evaluate the results achieved and the conclusions of the solution, especially with respect to the attaining of the assigned goals that are of actual benefit to the student, a proposed procedure towards the further solution of the problem etc.

11) The last step is preparation of an abstract of the content of the paper in Czech and in another language (the preferred language is English, and the use of a different language needs to be consulted in advance with the thesis advisor). The length of the abstract should be at least 100 and not more than 300 words.

Article 3

Required structure of a university thesis

The finished text must be arranged in the following, required sequence:

1. The title page (Appendix No. 1) contains: the title of the thesis, the name of the school and faculty, the study programme and field of study, name of the thesis advisor and author, the academic title being conferred, and the date of submission of the thesis.
2. A translation of the title page into English, or into Czech in the case of a foreign language thesis.
3. Declaration of the author on the originality of the thesis on a separate sheet of paper (Appendix No. 3).
4. Consent for use of the thesis for study purposes in the non-circulating collection of the AMU library. Consent is given on a separate sheet of paper with the signature (full name) of the author of the thesis and the date of submission of the thesis (Appendix No. 4)
5. Abstract in the Czech and English languages.
6. Table of contents.
7. List of appendices.
8. List of terms and abbreviations used.
9. Introduction.
10. Text of the thesis separated into chapters and subchapters (divisions should be organized into a maximum of three levels), with partial conclusions if any at the end of each chapter.
11. Conclusion.
12. A list of citations from used sources and literature, arranged in accordance with valid norms (Appendix No. 5) and a Bibliography.
13. Separately numbered Appendices containing drawings, musical examples, flowcharts, photographs and tables, if these could not be incorporated into the text.

Concrete samples are shown at www.amu.cz

Article 4

Formal layout of the text of the thesis

- 1) For the writing of the regular text, Verdana 11 pt font is used (or Arial 12 pt). The colour of lettering is always black, including diagrams, graphs etc. placed directly in the text. A standard page consists of 1,800 keystrokes including spaces, counted by computer. The margins should be set at 2 cm on the bottom, at the top and on the right. A 3 cm margin is required on the left to allow for the binding. The text is usually justified (flush left and right).
- 2) For the final layout of the title page, please use Sample No. 1.
- 3) The table of contents is always placed at the beginning of the thesis.
- 4) You may optionally include a page of acknowledgements.
- 5) The layout of the Declaration is in accordance with Sample No. 2.
- 6) Paragraphs in the text are broken using the Enter key. To make a paragraph break more prominently visible, one blank line may be inserted.
- 7) Chapters always begin on a new page. Chapter headings are highlighted with bold type that is always 1 font size larger. Choose an appropriate and clear method of numbering of chapters and subchapters that corresponds to the overall structure of the paper.^[3]
- 8) The introductory pages are not numbered (blank pages) – see sections a) - g) of Article 3. Consecutive numbering of all further pages in Arabic numerals is inserted into the right corner of the page footer.
- 9) Paragraphs that are quoted verbatim from literature must be clearly marked with quotation marks. It is always appropriate to cite primary sources or originals.
- 10) For the inserting of notes that are not to be a direct part of the text (commentary, references to cited works or authors), use the appropriate function of the text editor and 10 pt. font. Consistently use the selected method throughout the thesis.
- 11) Indices are in the following order: nominal, topical.
- 12) Appendices, excursuses, musical examples, pictures, photographs, diagrams, statistical appendices etc. that are not directly in the text are attached at the end of the thesis and are consecutively numbered. References are given in the text to their numbers. Pictures, diagrams etc. may be processed using graphic programs or may be scanned. Photographs may also be

placed immediately after the relevant page. They should be affixed to each printed copy. Reference to the origin of appendices must be given, unless the contents of the appendices are the result of the thesis author's own work. The list of appendices is placed after the index.

13) Headings of tables are labelled in negative format (black background).

14) After the appendices is the List of Used Sources and Literature (Bibliography) for works referenced in the text. Order of listings: archival holdings, manuscripts, published sources, periodicals. Literature is listed in alphabetical order by authors. The specific methods of citation are governed by relevant, binding norms. Detailed instructions may be found at the address <http://www.evskp.cz/SD/4c.pdf>. Also see Sample No. 4.

15) Before the finished thesis is printed, the graphic layout, i.e. formatting, of the whole text must be unified (headings, spacing, numbering, paragraphs etc.) and checked.

Article 5

Formats of digital copies of works

1) Theses are always submitted on CDR electronic media, which do not permit rewriting. The specific arrangement of the files is governed by a special regulation of the AMU Computer Centre (hereinafter the "AMU CC") titled "**Formats**". It is necessary to check the AMU website for the current version of the regulation.

2) The final text of the thesis must always be converted into *.PDF format. Instructions for conversion are published on the AMU website in the Help section. Additionally, the author also submits the text portion of the thesis in the original word processing format (e.g. *.doc or *.rtf etc.).

3) If the author of a thesis uses graphs, diagrams, photographs or other graphic elements, whether integrated into the text or in the form of separate appendices, these elements are connected with the other parts so that a single data file (*.PDF) can be made with them. Additionally, they should also be saved separately in their original format in files with appropriate file names (e.g. a table as an *.xls file etc.)

4) The author may not use a password or other software restricting access to the thesis. Pages are generated in the A4 format.

5) Use of a computer format other than that which is recommended in cases where it is justifiable must be approved in advance by the thesis advisor. For a successful thesis, consultation with the director of the AMU Computer Centre is recommended. For theses accepted for defence in a

format other than the usual permitted ones, the department itself must secure conversion to the required formats before they are turned over for further processing (i.e. recording).

6) Authors who are unable to convert their theses into the required computer formats or who cannot do so for objective reasons may turn to the AMU Computer Centre. After prior agreement, depending on its operational limitations and capacity, the AMU Computer Centre provides technical support or makes a recommendation about how to proceed.

7) For general recommendations on school works that are not in the form of a text and for the permanent recording of an artwork/artistic performance (for video recordings, audio recordings etc.) see “[Formats](#)”.

Article 6

Layout of the printed version of a thesis

1) Theses in printed form are to be submitted in the required layout:

a) The covers of the thesis must bear the name of the institution of higher education and the faculty (school institute), the designation of the type of thesis, the first and last name of the author and the year of the thesis. Placing the title of the thesis on the covers is optional. For the graphic layout, see Sample No. 1a. Binding combs and other quick binding methods are not permissible. Use of the colour black is appropriate.

b) The white office paper used must fulfil the criteria for high-quality legibility and reproduction as well as for the possibility of long-term storage (acid-free paper). The paper size used is always A4 format (210 x 297 mm).

c) On the spine of the hard binding, the name of the author and the title of the thesis must be printed.

d) Addenda that cannot be bound must be inserted in a pocket that is attached to the inside back cover, in the same manner as an electronic data medium.

2) Other components of the thesis are arranged in accordance with the instructions above.

Article 7

Formalities required for submitting in a thesis

a) Title page in Czech.

b) Translation of the title page into English, see Article 2.

- c) Declaration of the author.
- d) Abstract in Czech (inside the thesis).
- e) Translation of the abstract into English (inside the thesis).
- f) Two printed, bound copies.
- g) A firmly attached, labelled recording medium with a recording of the source text and of the artwork or artistic performance.
- h) A completed Web Form (in accordance with Appendices No.1 and 2 of the Methodology).
- i) Two original LS signed by the author.

Article 8

Subsequent digitalization

1) In cases when an audio recording (e.g. of a concert) or video recording (e.g. of a drama performance) is made directly by the AMU department/institute where the defence of the artwork/artistic performance takes place, and for technical reasons it is not possible to make a digital recording, an analogue recording may be made. Such an analogue recording may then be subsequently digitalized at the AMU CC. The relevant AMU department/institution must make an agreement in advance with the director of the AMU CC about the form of the analogue recording in question and its subsequent digitalization.

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These instructions take effect from the day of the issuing of the Decree.

Associate Prof. Ivo Mathé (signed)
rector of the Academy of Performing Arts

[1] It is, however, necessary to remember that subtitles are not printed on the Diploma Supplement (because of the lack of space).

[2] Their numbering is regulated by the norm ČSN 01 0184 – Numbering of divisions and subdivisions in written documents.

[3] Also see the norm ČSN 01 0184 – Numbering of divisions and subdivisions in written documents.