

**WRITING SEMINAR AND DIPLOMA
THESIS
INSTRUCTIONS**

1 PROCESSING THE SEMINAR AND DIPLOMA THESIS

1.1 Topic of the seminar paper

Topics of the seminar paper are assigned / chosen individually by student. Students are recommended to consult theme of their thesis with lecturer of the relevant subject. Before the student starts working on the seminar paper, the topic must be approved by the professor. Each student can, obviously, ask his or her professor for a consultation.

In the seminar paper, students should prove the ability of deeper understanding a processing of the chosen issue which exceeds the framework of the course and its basic study literature.

The seminar paper should be written and send to the VŠEM email (study@vsem.cz)

The terms are the following:

Start of study	Final seminar thesis send to VŠEM	Thesis evaluation by lecturers	Thesis oral defense
October	31 December	January	February, March
January	31 March	April	June, July
April	31 June	July	September

Submission of the seminar paper till adequate date is a prerequisite to start with diploma thesis, arrangement of Assignment paper and supervisor.

1.2 Topic of the diploma thesis

Topics of the diploma thesis are assigned / chosen individually by student. Students are recommended to choose their supervisor from the list of supervisors (Appendix 1) and consult theme and content of their thesis. Before the student starts working on the diploma thesis, the topic must be approved by his supervisor. Supervisor of diploma thesis will send Assignment paper to rector for approval. Student may start to write diploma thesis after approval by rector.

The terms are the following:

Start of study	Diploma thesis Assignment	Final diploma thesis send to VŠEM	Diploma thesis oral defense
October	31 March	1 st September	October
January	31 June	1 st December	January
April	31 September	1 st February	April

The Diploma thesis should be written and send to the VŠEM email (study@vsem.cz).

All supervisors may be contacted via email in form: name.surname@vsem.cz.

1.3 Structure of the seminar or diploma thesis

The thesis is divided into the four basic parts:

1. Introduction;
2. Theoretical-methodological part;
3. Analytical part or Application part (according to the selected topic);
4. Conclusion;
5. Bibliography.

Parts 2 and 3 are further structured into the appropriate subchapters. Titles of the parts 2 and 3 and individual subchapters are specified according to their content.

Content of the thesis should be balanced among the parts 2 and 3. The analytical/application part is usually more emphasized; students should prove their ability to apply the basic theoretical and methodological knowledge to the examined practical problem including their ability to use and interpret statistical data.

In the case of a paper focused solely on theoretical-methodological issues, higher demands are put on the width of sources processing, comparison of alternative approaches and its evaluation in literature and from the view of the author.

Introduction involves:

- statement of the problem,
- setting-up the goal/s of the paper and questions to be solved,
- introduction of the paper's structure

Theoretical-methodological part involves:

- overview of theoretical knowledge and basic concepts,
- overview of bibliography related to the topic,
- principles of methods and approaches which will be used in the paper.

Analytical/Application part involves:

- analysis of a current situation and reasoning why the problem should be solved,
- characteristics and presentation of used data (knowledge),
- application of the analytical methods and analysis of the problem,
- characteristics of analyzed relations,
- interpretation of analysis.

Conclusion involves:

- summary presents the most important outcomes and answers to questions set in the introduction,
- recommendations and proposals of solutions, student's attitude and its reasoning.

1.4 Extent of the seminar and diploma thesis

Extent of the thesis are as follows:

- Seminar paper: 10-15 pages (without the title page, contents, list of bibliography used, list of abbreviations used, and appendixes).
- Diploma thesis: 30-40 pages (without the title page, contents, list of bibliography used, list of abbreviations used, and appendixes).

The text of the paper is structured into chapters (subchapters) and paragraphs (the introduction and the conclusion is not structured into the subchapters).

2 FORMAT OF THE SEMINAR AND DIPLOMA THESIS

The thesis should include prescribed title and cover (title) page, followed by the list of contents (without page number). The cover and title pages will be send to students emails.

2.1 Formal contents

At the end of the paper (on the separate page), the student adds the abstract, key words and JEL classification.

Abstract summarizes the content and conclusions of the work to the extent of app. 100 - 150 words.

Key Words cover app. 4 - 5 basic words related to the content of the work.

JEL Classification covers 2 - 4 codes of subject descriptors. The list of codes is available on the following address: http://econlit.org/subject_descriptors.html

2.2 Page lay-out

The seminar paper should be written on the paper format A4.

- Vertical spacing: 1 point
- Left margin: 25 mm
- Right margin: 25 mm
- Back strip and tale margin: 25 mm
- Fonts: Times New Roman, font size 12 points
- Page numbering: bottom, middle, Arabic numeral
- Titles: font size maximum 14 points
- Descriptions of tables, figures, pictures and header: font size 10 or 11 points
- Foot-notes: font size 8 points, at the end of the page, consecutive numbering of foot- notes throughout the work
- Numbering of chapters and subchapters: individual parts of the work are marked by the

Arabic numerals, starting with Chapter Nr. 1 (1. Introduction). Subchapters are numbered in decimal code; without dot at the end.

Example:

2. Fiscal Policy

2.1 Tax Policy

2.1.1 Assessed Taxes

Contents are placed at the beginning of the paper; pages with the contents are not numbered. Each item of the contents should fit on one row. Page numbers are justified to the right margin of the page. On the page with the contents, there is not any other text; the Introduction starts on the next page.

3 TABLES, GRAPHS AND PICTURES

Table is composed of the title, table number, heading, legend, columns and rows. Font type in the table is similar to the basic text font; font size is reduced of 1 point.

Title of the table: short description of the table content, placed above the table, without dot. The tables are numbered continuously throughout the paper.

Example:

Table 8 Development of the Gross Domestic Product of the Czech Republic in 1989-200x (annual growth rates)

- Heading (column title): describes content of the columns
- Legend (side title): describes content of the rows
- Column: involves vertical line of data (numbers)
- Row: involves horizontal line of data (numbers)
- Cell: intersection of the column and row

Pictures cover all types of graphs, schemas, figures etc. Pictures are numbered continuously throughout the paper and marked by the title (begins with the capital letter and without dot at the end).

Example:

Picture 7 Development of the Unemployment Rate in the Czech Republic in 1995-200x

Table, graph and picture sources

It is necessary to mention the data source below each table and picture. Source should be named in the full version according to the rules for citation, including the page numbers.

4 BIBLIOGRAPHICAL REFERENCES

When using specialized publications, please note that they are subject to the copyright and you have to cite the authors.

There are no absolute rules for setting out bibliographical references, but certain information must be given. The information given here is confined to the essential points, but it must be said that different styles of referencing are used in different disciplines, so that the accepted conventions in, say, the biological sciences are quite different from those in management and economics.

The bibliographical references are given at the end of the text before the appendixes. Individual publications are listed in the alphabetical order (according to the author names). It should cover all sources, books, articles, internet and other data sources used by the student in the paper (it doesn't cover the list of publications connected with the topic but not used by the student).

The bibliography is arranged alphabetically by author, and within each separate author's name, chronologically. To make it easier to find references, it is usual, but not essential, to put the date of publication immediately after the author's name.

4.1 Articles in Journals

Details required:

Author(s) of article, Title of article. Title of journal (underlined, or in bold type or in italics), Volume number, Part/issue number (if known), Page numbers, Date.

Thus:

Rostow, W. W. The take-off into self-sustained economic growth. *Economic Journal*, 66(1), 25-48, 1956.

4.2 Books

Details required:

Author(s) or editor(s) of book, Title of book (underlined, or in bold type or in italics), Edition (unless first edition). Place of publication: Publisher, Date.

Thus:

Wagner, L., Baltazzis, N. *Readings in applied microeconomics*. Oxford: Clarendon, 2013.
Williams, G. *Learning the law*, 9th ed. London: Stevens, 2011.

If there are more than two authors, only the first need be named:

Adams, R. et al. *Organic reactions*. New York: Wiley, 2012.

Some books will not have an author or editor as such, but will have been prepared by a corporate body (eg. a learned society, or a government department). In such cases, the body is listed as the author:

Department of Energy, *Energy: the key resource*. London: HMSO, 2007.

British Sociological Association, *Sociology without sexism: a sourcebook*. London: The Association, 2016.

Reference books, though they do have editors, are usually best listed under their titles:

Chamber's encyclopedia, rev. ed. 15 vols. Oxford: Pergamon, 2009.

Concise Oxford French dictionary. Oxford: Clarendon, 2015.

4.3 Articles in Books

Details required:

Author(s) of article, Title of article. In: Editor(s) of Book, Title of Book (underlined, or in bold type or in italics). Place of publication: Publisher, Date, Page numbers.

Thus:

Mann, S. H. The use of social indicators in environmental planning. In: Altman, I, and Wohlwill, J. F. *Human behaviour and environment: advances in theory and research, vol. 2*. London: Plenum, 1977. Pp. 307 - 330.

4.4 Conference Papers

Details required:

The proceedings of conferences are often published in a book form or as "special issues" of journals. In addition to the details listed in (1), (2) and (3) you should give:

Name of conference: Sponsoring body (if any), Place, Date.

Thus:

Venables, P. Finding the high-risk child. In: Carruthers, M., Priest, R. The psychosomatic approach and the prevention of disease: proceedings of the twentieth annual conference of the Society of Psychosomatic Research, London, November 2016. *Journal of Psychosomatic Research*, 21(4), 2016. Pp.275.

Feyerabend, P. K. Consolations for the specialist. In: Lakatos, I., Musgrave, A. Criticism and the growth of knowledge: proceedings for the international colloquium in the philosophy of

science, London, 2015, vol. 4. London: Cambridge University Press, 2015. Pp. 197-230.

4.5 Foreign language material

If you are writing a piece of research in the English language but are referring to sources which are written in other languages: Either give the source title exactly as it appears in the original language, or give an English translation of it in square brackets with a language descriptor at the end, e.g.

Thurfjell, W. (2015). Vart hav varan doktor tagit vagen? *Lakartidningen*, 72, p. 789.
or

Thurfjell, W. (2015). [Where has our doctor gone?] *Lakartidningen*, 72, p. 789. (In Swedish).

If there had just been an English summary to the full Swedish document you would have acknowledged this as: "(in Swedish with English summary)".

In choosing which method to adopt, it is wise to consider whether or not your reader is likely to be familiar with the original language. Whichever method you choose, be consistent throughout the piece of work and its bibliography.

Sources which you have read in the English translation are treated differently, e.g.

Alberti, L. 2014. *Music through the ages*. Translated from the Italian, by R. Pierce. London: Cassell. (Originally published in 1968).

4.6 Electronic Referencing (websites and other online resources)

Details required:

AUTHOR or EDITOR, year. Title [online]. Place of publication: Publisher. Available at: [Accessed Date].

Thus:

BOOTS GROUP PLC, 2013. *Corporate social responsibility* [online]. Boots Group PLC. Available at: <http://www.boots-plc.com/information/info.asp?Level1ID=7&Level2ID=0> [Accessed 23 July 2016].

DEFOE, D., 2015. *The fortunes and the misfortunes of the famous Moll Flanders* [online]. Champaign, Illinois: Project Gutenberg. Available at:

<http://promo.net/cgi/promo/pg/t9.cgi?entry=370&full=yes&ftpsite=http://www.ibiblio.org/gutenberg/> [Accessed 18 November 2012].

LIBRARY & INFORMATION SERVICES, 2013. *Electronic Resources: finding resources by subject* [online]. Nottingham: The Nottingham Trent University. Available at:

<http://www.ntu.ac.uk/llr/eresources.htm> [Accessed 3 July 2013].

If a Web page does not appear to have an author, we would recommend referencing it by the title.

5 BIBLIOGRAPHICAL CITATIONS

The work must include a bibliography of all the works you have consulted, and in your text, you should refer the reader to the sources you use. There are three main systems for citing bibliographical references. The best one for this kind of work is **the name and year system** (usually known as the **HARVARD system**).

Thus:

Subjects were asked to do some reading between sessions, to enhance the orientation of looking for and changing irrational thinking. Frequently recommended was A new guide to rational living (Ellis, 2015), written specifically for non-professionals. Paul Hauck has

written a number of problem-orientated books - for instances, on depression (2013), anger (2004), and anxiety (2015). Also recommended was Humanistic psychotherapy (Ellis, 1915b).

Cite all references by using the author's name (either in the text, or in brackets), together with the date of publication (in brackets). If you are citing several works by an author from the same year, distinguish them by adding "a, b, c, ..." to the date.

When quoting an author's actual words, always include a page reference:

This theory, then, is not deterministic. Humans have freedom of choice, although this freedom has its limitations. To quote Ellis (1914b, p.307): "*Deterministic theories see individuals as not responsible for their behaviour, as the pawns of society, heredity, or both.*"