THE UNIVERSITY OF PARDUBICE	
Directive No. 7/2019 as amended by Annex 2	
Subject Matter:	Rules for Submission, Publication and Layout of Theses
Applicable to:	All departments of the University and users of the University Library
Effective from:	September 1, 2019
Reference No.:	RPO/0032/19
Prepared by:	Mgr. Veronika Ungerová, University Library
Submitted by:	Ing. Olga Klápšťová, Head of the Centre for Technology and Knowledge Transfer
Approved by:	prof. PhDr. Petr Vorel, CSc., Vice-Rector for Research and Development

Article 1
Introductory Provisions

(1) For the purposes of this Directive, theses shall include Bachelor, Master, rigorous and Doctoral Thesis theses prepared within accredited study programmes implemented by the University of Pardubice (the "University") or individual faculties and habilitation theses prepared within habilitation procedures at the University of Pardubice.

(2) Publication pursuant to Section 47b of Act No. 111/1998 Sb., On Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended (the "Act on Higher Education Institutions"), means publication electronic version of the thesis on the Internet through a database of qualification theses.

(3) The database of qualification theses according to Section 47b, Subsection 1 of the Act on Higher Education Institutions means the database of theses, which is a part of the Digital Library of the University of Pardubice. The Digital Library of the University of Pardubice is managed by the University Library.

(4) By submitting the thesis, the author agrees with the publication of his/her thesis pursuant to Section 47b, Subsection 3 of the Act on Higher Education Institutions, regardless of the result of the defence.

(5) The purpose of this Directive is to lay down rules for:
   a) the procedure for submitting and verifying the originality of final theses,
   b) non-profit publication of theses in accordance with the Act on Higher Education Institutions and the internal regulations and standards of the University,
   c) uniform layout of theses.

Article 2
Submission and Verification of Originality of Theses

(1) The student submits the thesis to the relevant faculty. The deadline for submission and the number of copies of the thesis is set by the faculty. The faculty is obliged to submit one copy of the successfully defended rigorous/doctoral thesis to the University Library.

(2) With the submission of the printed form of the thesis, the student fills in the data on the created

thesis and uploads its electronic version in PDF/A format to IS STAG according to Annex 3B. The faculty confirms the submission of the thesis and then the file with the required metadata is automatically sent to the Theses.cz system for verification of originality.

(3) A student's responsibility is to make sure that the text of the final paper in the printed form corresponds with the text in the electronic version which was uploaded to the STAG system. In compliance with the legislation[1], neither the electronic version of a final paper nor the electronic version of expert opinions must contain scanned signatures and personal data which are not essential for the purpose of its publication.

(4) The result of verification from Theses.cz is automatically saved in IS STAG. The system for assessing the result of verification is determined by the internal standard of the faculty. The faculty may also determine the tolerated degree of similarity by an internal standard. The person authorized by the faculty is obliged to approve the result of the originality check in the IS STAG and to set a Similarity Assessment flag even if the result was 0% conformity.

(5) Unless the internal standard of the faculty stipulates otherwise, in addition to the author (student), the following are authorized to access the results of verification by the Theses.cz system:
   a) supervisor of the thesis (listed in the thesis as a person of the "supervisor" or "mentor" type),
   b) head of the department/institute/studio to which the thesis belongs (a user listed in the code list of departments as the head of the relevant workplace),
   c) Vice-Dean for Education of the faculty to which the thesis belongs (a user listed in the code list of departments as vice-dean of the relevant faculty),
   d) Dean of the faculty to which the thesis belongs (a user listed in the code list of departments as the Dean of the relevant faculty).

(6) Unless an internal standard of the faculty stipulates otherwise, the persons authorized to approve the result of the originality check and to set the Similarity Assessment flag in the IS STAG are users with the following relations to theses:
   a) supervisor of the thesis (listed in the thesis as a person of the "supervisor" or "mentor" type),
   b) head of the department/institute/studio to which the thesis belongs (a user listed in the code list of departments as the head of the relevant workplace),
   c) an assistant to the study office authorized by the Dean of the faculty.

Article 3
Publication of Theses

(1) Theses submitted for the defence are published in the printed or electronic form at least five working days before the defence, at the workplace where the defence is to take place. Everyone may make extracts, transcripts or copies of the published works at his/her own expense.

(2) Successfully defended theses are published free of charge in electronic form in electronic form in the Digital Library of the University of Pardubice, including reviewers' assessments, a record of the course and the result of the defence. For all thesis, the metadata listed in Annex 3B are freely accessible.

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[1] N. 1 The concerned regulation is the Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), and of Act 110/2019 Sb. on personal data processing. The University reflects this legal provision in the Directive N. 2/2018 Rules of personal data processing and protection at the University of Pardubice.

(3) The procedure of actions necessary for the publication of the thesis, including the determined responsibility of individual participants, is specified in Annexes 3A, 3B.

Article 4
Deferred Publication of Theses

(1) In justified cases[2], pursuant to Section 47b, Subsection 4 of the Act on Higher Education Institutions, the publication of the thesis or part thereof may be deferred for the duration of the obstacle to publication, but not longer than 3 years from the date of the defence.

(2) In case of deferred publication, a justification is attached to the record in the Digital Library of the University of Pardubice (Annex 2).

(3) The proposal for a justified deferment of publication shall be submitted by the author in agreement with the supervisor of the thesis using the form for deferment of publication (Annex 2). Deferred publication shall be approved by the head of the relevant department/institute/studio and the Dean of the relevant faculty.

(4) If the publication of the thesis is deferred, one copy of the thesis is sent to the Ministry of Education, Youth and Sports of the Czech Republic without undue delay. The relevant faculty is responsible for sending theses with deferred publication.

Article 5
Uniform Layout of Theses

(1) The thesis must contain the following requirements:

a) Title page
The title page is written in the language of the thesis. The title page contains the name, author, type and date of creation of the thesis and the name of the university and faculty (see Annexes 4A and 4B for a template).

b) Assignment
The title page is followed by the Thesis Assignment form from the IS STAG.

c) Author's Declaration
Another included sheet is the declaration of the author of the thesis listed in Annex 1. In accordance with the information provided in the form for deferred publication (Annex 2), it is possible to state in the statement the period of validity of restrictions on access to printed thesis.[3]

d) Abstract and keywords and translation thereof
The abstract is always written in the language of the thesis and in English. For theses in a foreign language, a translation of the abstract into Czech shall also be included. Below the abstract are keywords that clearly characterize the content of the thesis. Keywords are always given in the language of the thesis and in English. For theses in a foreign language, a translation of the keywords into the Czech language shall also be included (see Annexes 4A and 4B for a template).

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[2] For example, Act No. 121/2000 Sb., On Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, Act No. 412/2005 Sb., On the Protection of Classified Information and on Security Clearance, as amended, Sections 504, 2976 and 2985 of Act No. 89/2012 Sb., the Civil Code, as amended.

[3] Maximum three years from the date of the defence.

e) List of bibliographic citations
   The processing of individual bibliographic citations and their list is governed by the ČSN ISO 690 standard, or established citation styles in the given field.

(2) Theses in printed form must also contain a text on the boards, which consists of the name of the university and faculty, designation of the type of thesis, name and surname of the author and year of processing, optionally also the title of the thesis in the language of the thesis (see Annex 4B for a template).

(3) The text part of the thesis, including reviewers' assessments and a record of the course of the defence, shall be in PDF/A format.

(4) Other formal requirements of the thesis listed in Annex 4B are not binding and may be specified by an internal standard of the relevant faculty/department/institute/studio.

(5) Specific requirements for each type of theses are set out in Articles 6 to 9 of this Directive.

Article 6
Bachelor and Master Theses

(1) The recommended scope of a Bachelor thesis is 35 pages (70,000 characters), Master thesis 50 pages (100,000 characters), unless otherwise specified by the faculty/department/institute/studio.

Article 7
Rigorous Theses

(1) A rigorous thesis shall contain the requisites listed in Article 5, Paragraph 1, with the exception of Clause b).

(2) If a rigorous thesis contains published results of the scientific work, only a list of these results is given in its electronic version. The full texts of the published results are submitted in another file and published according to the publisher's rules.

Article 8
Doctoral Theses

(1) The requisites of doctoral theses are set out in the Study and Examination Regulations, the layout is based on the layout of Bachelor and Master theses.

(2) Doctoral theses must contain the requisites listed in Article 5, Paragraph 1, with the exception of Clause b).

(3) The thesis intent paper in English is stored in electronic form in the IS STAG and published through the Digital Library of the University of Pardubice.

(4) If the doctoral thesis contains published results of a scientific work, only a list of these results is given in its electronic version. The full texts of the published results are submitted in another file and published according to the publisher's rules.

Article 9
Habilitation Theses

(1) The requisites of habilitation theses are set out in Directive No. 3/2007 Rules for Habilitation Procedure and Procedure for the Appointment of Professor at the University of Pardubice and Section 72 of the Act on Higher Education Institutions.

(2) Habilitation theses must contain the requisites specified in Article 5, Paragraph 1, with the exception of Clause b).

(3) If the habilitation thesis is a set of published results of a scientific work, only a list of these results is given in the electronic version of the thesis. The full texts of the published results are submitted in another file and published according to the publisher's rules.

Article 10
Final Provisions

(1) Directive No. 9/2012, as amended by Annexes 1, 2 and 3 - Rules for the Publication of Theses and Their Basic Uniform Layout, is hereby repealed.

(2) This Directive shall enter into force on 1 September 2019.

In Pardubice on August 30, 2019.

prof. Ing. Jiří Málek, DrSc.
Rector

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Amendment 1 to Directive 7/2019 entered into force on July 11, 2020.
Amendment 2 to Directive 7/2019 entered into force on January 20, 2021.

Annexes:

Annex 1: Author's Declaration

Annex 2: Deferred Publication of the Thesis or Part Thereof

Annex 3A: Methodology of Submitting and Publishing Theses

Annex 3B: Chart of Data Collection on the Thesis in IS STAG (metadata)

Annex 4A: Terminology

Annex 4B: Layout of Thesis

Annex 1: **Author's Declaration**

I declare:
The thesis entitled …………………………………………………………………… is my own
work. All literary sources and information that I used in the thesis are referenced in the bibliography.
I have been acquainted with the fact that my work is subject to the rights and obligations arising from
Act No. 121/2000 Sb., On Copyright, on Rights Related to Copyright and on Amendments to Certain
Acts (Copyright Act), as amended, especially with the fact that the University of Pardubice has the right
to conclude a license agreement for the use of this thesis as a school work under Section 60, Subsection
1 of the Copyright Act, and that if this thesis is used by me or a license to use it is granted to another
entity, the University of Pardubice is entitled to request a reasonable fee from me to cover the costs
incurred for the creation of the work, depending on the circumstances up to their actual amount.

I acknowledge that in accordance with Section 47b of Act No. 111/1998 Sb., On Higher Education
Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended, and
the Directive of the University of Pardubice No. 7/2019 Rules for Submission, Publication and Layout
of Theses, as amended, the thesis will be published through the Digital Library of the University of
Pardubice.

In Pardubice on

Josef Novák by own hand

Annex 2: **Deferred Publication of the Thesis or Part Thereof**

THE UNIVERSITY OF PARDUBICE
Deferred Publication of the Thesis or Part Thereof

Author (the proposing person):

....

Title of the thesis: ....

....

In accordance with Section 47b, Subsection 4 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended, and Article 4 of the Directive of the University of Pardubice No. 7/2019 Rules for Submission, Publication and Layout of Theses, I propose:

File Name*)	**Reasons for deferred publication**)	**Date of expiration of limitation ***)**

Thesis supervisor: I agree x I disagree ****) …………………………............

Head of department/institute/studio: I agree x I disagree ****) …………………………….......

Dean of the faculty: I agree x I disagree ****) ………………………………………………...........

In Pardubice on ……………………… Proposing person:
…………………………

*) List each file separately.

**) Reasons arising, for example, from Act No. 121/2000 Sb., On Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, Act No. 412/2005 Sb., On the Protection of Classified Information and Security Clearance, as amended, or Section 504, Section 2976 and Section 2985 of Act No. 89/2012 Sb., the Civil Code, as amended.

***) Give the exact date (maximum period of deferment of publication is 3 years from the date of the defence).

****) Strike out whichever option does not apply to you and add your signature.

Annex 3A: **Methodology of Submitting and Publishing Theses**

No.	Procedure	Description	Participants	Check-up/ responsibility for correctness
1.	Assigning the topic of the thesis	The basic information on the thesis necessary for printing/downloading the "Assignment" is entered into the form in IS STAG. The approved "Assignment" is printed in a version that is signed by the responsible persons. This "Assignment" with handwritten signatures is part of the so-called student file. The approved "Assignment" in the version that is not signed is downloaded and sent to the student in PDF format. This "Assignment" without signatures is then part of the printed and electronic version of the thesis.	student, supervisor, head of department/ institute/ studio, Dean*)	department/institute /studio*)
2.	Submitting the thesis before the defence	Adding more information on the thesis created and uploading the electronic version to the IS STAG according to Annex 3B. In the case of deferred publication, it is necessary to deliver the form on deferred publication (Annex 2) signed to the library. The time of availability is set for individual files. Submitting a specified number of copies of the thesis to the department/institute. The student submits on a special sheet of the printed "Author's Declaration" with his/her own handwritten signature, which becomes part of the so-called student file.	student, department/institute/ studio*)	department/institute /studio, Centre for Information Technology and Services (formal check of saved files)*)
3.	Verification of originality	After entering the thesis into the IS STAG, the department/institute confirms the submission of the thesis and then the file with the required metadata is automatically sent to the Theses.cz system for verification of originality.	student, supervisor, head of department/ institute/ studio*)	department/institute /studio*)
4.	Assignment of the defence	Adding more information on the thesis - assessments of the supervisor and the reviewer, or reviewers. The signature of the responsible person must be obscured during the scan, or a file with the assessment can be inserted without a signature, only with the name of the responsible person.	department/institute/ studio*)	department/institute /studio*)
5.	Publication of the thesis 5 working days before the defence	A printed copy issued at the place of defence.	department/institute/ studio*)	department/institute /studio*)

6.	Record of the result and course of the defence	The defence data immediately entered in the field "Record of the course of the defence" and/or a scanned record inserted with hidden signatures or only the names of the responsible persons.	department/institute/ studio*)	department/institute /studio*)
7.	Sending the printed thesis to the Ministry of Education	In the event that it has been decided to postpone the publication of the thesis or its part (Annex 2).	department/institute/ studio*)	department/institute /studio*)
8.	Export of records from IS STAG and import into DK UP	Import of records and full texts, including reviewers' assessments, a record of the course and the result of the defence into the Digital Library.	University Library, Centre for Information Technology and Services	University Library, Centre for Information Technology and Services
9.	Delivery of a printed copy of a rigorous/ doctoral thesis to the University Library	A copy of the rigorous/doctoral thesis in hardcover delivered to the University Library not later than 10 working days after the defence.	department/institute/ studio, University Library*)	department/institute /studio*)
10.	Publication of the thesis	Checking the settings of the time to make files available in the Digital Library of the University of Pardubice according to the form (Annex 2).	University Library	University Library, Centre for Information Technology and Services

*) Following the Dean's decision, this may be conducted by the department of studies.

Annex 3B: **Chart of Data Collection on the Thesis in IS STAG (metadata)**

Field name in IS STAG	Field content	Example	Entered by	Checked by
Thesis title	Title from the title page of the thesis	Demografické stárnutí jako bezpečnostní hrozba	student	supervisor *)
Title in English	English translation of the title **If the thesis is in English, this field is left blank.**	Demographic ageing as a security threat	student	supervisor *)
Parallel title	Czech translation of the title **If the thesis is in Czech, this field is left blank.**		student	supervisor *)
Subtitle	The subtitle supplements the title of the thesis. This field is filled in if the subtitle is stated on the title page of the thesis.		student	supervisor *)
Abstract	Brief content of the thesis in 3-4 sentences (in the language of the thesis)	Předmětem práce je zhodnocení problému demografického stárnutí, kterým je v dnešní době zasažena většina vyspělých států. Tato práce pojednává o možných negativních dopadech na zajišťování bezpečnosti. Demografické stárnutí je nejprve analyzováno v zemích Evropské unie. Dále se analýza zaměřuje na Českou republiku.	student	supervisor *)
Keywords	4-6 words (terms) in the language of the thesis For help with keywords, see IS STAG.	demografické stárnutí, bezpečnost, demografická analýza, struktura obyvatelstva, Česká republika, Evropská unie	student	supervisor *)
Abstract in English	Brief content of the thesis in 3-4 sentences (in English) **If the thesis is in English, the Czech translation of the summary is given in this field.**	The subject of the thesis is to evaluate the significant problem of demographic ageing, which is a current problem in most developed countries. This paper is about possible negative impacts on ensuring security. Demographic ageing is first analysed in the countries of the European Union. Furthermore, the analysis focuses on the Czech Republic.	student	supervisor *)
Keywords in English	See Keywords. **If the thesis is in English, keywords in Czech are entered here.**	demographic ageing, security, demographic analysis, structure of the population, Czech Republic, European Union	student	supervisor *)

Field name in IS STAG	Field content	Example	Entered by	Checked by
Loose inserts	Attachments freely inserted into the printed version of the thesis	1 CD-ROM, 2 loose-leaf sheets, 3 maps	student	supervisor*)
Attachments bound in the thesis	Selected from the options	illustrations, graphs, tables, etc.	student	supervisor*)
Scope of the thesis	The number from the last numbered page is entered. If the thesis contains more than one type of numbering, all of them are indicated (see examples).	56 pp. xi, 82 pp. 44 pp., 5 pp. of pictorial attachments	student	supervisor*)
Language of the thesis	Selected from the options		student	supervisor*)
Full text of the thesis	Insertion of an electronic version of the thesis in PDF/A format, which includes the "Author's Declaration" without a handwritten signature, only with the author's name and the abbreviation signed by hand. In the case of doctoral theses, theses in English are also inserted.		student	supervisor*)
Setting the time of the thesis's electronic version accessibility	Setting the time of availability of individual files according to Annex 2.		student	department/ institute/ studio**)
Persons involved in the supervision			department/ institute/ studio**)	department/ institute/ studio**)
Persons involved in the assessment review			department/ institute/ studio**)	department/ institute/ studio**)
Supervisor's assessment	Insertion of an electronic version without the signature (or with a hidden signature) of the supervisor.		department/ institute/ studio**)	department/ institute/ studio**)
Reviewer's assessment	Insertion of an electronic version without the signature (or with a hidden signature) of the reviewer of the thesis.		department/ institute/ studio**)	department/ institute/ studio**)
Assignment date			department/ institute/ studio**)	department/ institute/ studio**)
Scheduled deadline			department/ institute/ studio**)	department/ institute/ studio**)
Deadline			department/ institute/ studio**)	department/ institute/ studio**)
Date of defence			department/ institute/ studio**)	department/ institute/ studio**)
Result of the defence			department/ institute/ studio**)	department/ institute/ studio**)

Record of the course of the defence	If a scanned record or attendance list are inserted, the signatures of the responsible persons must be obscured or only the names of the responsible persons must be indicated.		department/ institute/ studio**)	department/ institute/ studio**)

*) Following the Dean's decision, this may be conducted by the department/institute/studio/ department of studies may perform.

**) Following the Dean's decision, this may be conducted by the department of studies.

Annex 4A: **Terminology**

Czech	English	German
Univerzita Pardubice	University of Pardubice	Universität Pardubice
Fakulta filozofická	Faculty of Arts and Philosophy	Philosophische Fakultät
Dopravní fakulta Jana Pernera	Faculty of Transport Engineering	
Fakulta ekonomicko-správní	Faculty of Economics and Administration	
Fakulta chemicko-technologická	Faculty of Chemical Technology	
Fakulta elektrotechniky a informatiky	Faculty of Electrical Engineering and Informatics	
Fakulta restaurování	Faculty of Restoration	
Fakulta zdravotnických studií	Faculty of Health Studies	
Bakalářská práce	Bachelor Thesis	Abschlussarbeit
Diplomová práce	Master Thesis	
Disertační práce	Doctoral Thesis	
Rigorózní práce	Rigorous Thesis	
Anotace	Abstract	Annotation
Klíčová slova	Keywords	Schlagwörter
Název	Title	Titel
Obsah	Table of Contents	Inhaltsverzeichnis

Annex 4B: **Layout of Thesis**

THE UNIVERSITY OF PARDUBICE

FACULTY OF ARTS AND PHILOSOPHY

BACHELOR'S THESIS

2019   Josef Novák

The University of Pardubice

Faculty of Arts and Philosophy

Information Literacy

Bachelor's Thesis

2019   Josef Novák

Thesis assignment 1 (a numbered page, the number is not displayed)
In the printed copy and the electronic version of the thesis, an assignment form is inserted, which the student will receive in PDF from the faculty. Instead of signatures, it bears names with the abbreviation b.o.h. (by own hand).

Thesis assignment 2 (a numbered page, the number is not displayed)
The second page of the assignment (i.e. two pages).

I declare:

The thesis entitled …………………………………………………………… is my own work. All literary sources and information that I used in the thesis are referenced in the bibliography.

I have been acquainted with the fact that my work is subject to the rights and obligations arising from Act No. 121/2000 Sb., On Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, especially with the fact that the University of Pardubice has the right to conclude a license agreement for the use of this thesis as a school work under Section 60, Subsection 1 of the Copyright Act, and that if this thesis is used by me or a license to use it is granted to another entity, the University of Pardubice is entitled to request a reasonable fee from me to cover the costs incurred for the creation of the work, depending on the circumstances up to their actual amount.

I acknowledge that in accordance with Section 47b of Act No. 111/1998 Sb., On Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, and the Directive of the University of Pardubice No. 7/2019 Rules for Submission, Publication and Layout of Theses, as amended, the thesis will be published through the Digital Library of the University of Pardubice.

In Pardubice on

Josef Novák b.o.h.

Acknowledgements (a numbered page, the number is not displayed)
Optional page, a section is where you thank those who have helped and supported you during the research, the supervisor, consultants, family …

ANOTACE

Brief summary of the thesis in 3-4 sentences, written in the language of the thesis.

Example: *Práce je věnována stručným dějinám tělovýchovy a sportu se zaměřením na jejich ženská odvětví a stručnému vývoji dámského odívání se zaměřením na sportovní oblečení. Postihuje období od druhé poloviny 19. století do druhé světové války a zahrnuje území střední Evropy se zaměřením na České země. Zabývá se vlivem sportu na ženské odívání z hlediska jeho vývoje v uvedeném časovém období.*

KLÍČOVÁ SLOVA

4-6 words that accurately describe the content of the work, written with a lowercase initial letter, usually given in the plural. General (redundant) terms, characters and abbreviations are not to be used ("eg", "etc.", "…", "etc.",…).
Example: *sport, móda, ženy, odívání, 19.-20. století*

TITLE

The title in English.

Example: *Effect of Sport on Women´s Clothing: since the Second Half of the 19th Century till the Second World War*

ABSTRACT

The abstract in English.

Example: *The work deals with a brief history of the physical training and sport with a view to their woman branches and with a progress of the woman clothing with a view to the sport clothes. It focuses on the second half of the 19th century till the 2nd World War in the Middle Europe, especially in the Czech countries. Focuses in the influence of the sport at the woman clothing with a point of view its progress.*

KEYWORDS

Keywords in English.

Example: *sport, fashion, women, clothing, 19th-20th century*

Contents (a numbered page, the number is not displayed)
Automatically generated contents.

CONTENTS

LIST OF ILLUSTRATIONS AND TABLES

LIST OF ABBREVIATIONS AND SYMBOLS

AACR – Anglo-American Cataloguing Rules

ISBN – International Standard Book Number

…

TERMINOLOGY

Information Literacy: the ability of an individual to search for, process, evaluate and use information through available information methods and technologies.

…

Thesis text – Introduction (a numbered page, the number is displayed)
The text is divided into numbered chapters (chapter name: font size 16, always starting on a new page), sections (section name: font size 14) and subsections (section name: font size 13). The introduction does not have a number or can be denoted by the number zero.

The individual paragraphs are aligned to the block.

For more see ČSN ISO 2145 Documentation – Numbering of sections and subsections of written documents and ČSN ISO 01 6910 Layout of type-written documents or documents processed by text editors.

INTRODUCTION

…

1 CITATION METHODS

A bibliographic citation is a summary of data on a cited publication or its part, enabling its identification. It is necessary to cite all sources used by the author, according to precisely defined rules, so that the original source can be found by anyone. When creating bibliographic citations, we follow ČSN ISO 690 (01 0197) effective from April 1, 2011. According to this standard, the author chooses one method of referencing, which must be followed throughout the thesis. The bibliography is also governed by the chosen method of referencing (see below).

1.1 The Harvard system

Directly in the text, the author, the year of publication and a reference to the relevant part of the document (e.g. page number) shall be given in round brackets. In the case of multiple sources from the same author and the same year of publication, the lowercase letter of the alphabet shall be given after the year of publication (a, b, c,..).

The list of bibliographic citations is then arranged in alphabetical order according to the authors' surnames and the citation states the date of publication immediately after the author..

1.1.1 Example of in-text citation

At the same time, however, it must be ensured that the long-term availability and usability of the digital object is maintained (Strathmann, 2008a, pp. 39–40).

Baker (2007) describes various examples of student activism activities on college campuses as well as students' involment and stake in many areas of scholarly communication in the academy.

1.1.2 Example of a list of bibliographic citations

STRATHMANN, S., 2008a. Trusted repositories, In
DPE/Planets/CASPAR/nestor Joint Training Event: Starting Out : Presererving Digital Objects – principles and practise : October 13th–17th 2008, Prague, Czech Republic [online]. [cit. 2010-05-30]. Available at:
http://www.digitalpreservationeurope.eu/PragTrustedRepositories.pdf

BAKER, G., 2007. Student activism: how students use the scholarly communication system. *Research Libraries News*, 68(10), s. 636-638.

1.2 Numeric referencing

The relevant citation source is referenced by a number in round, square brackets or superscript. Numbers are assigned to documents according to the order in which they are cited in the thesis. If the same source is cited several times, the number from the first occurrence shall always be given. When referring to a part of a document, the page number shall also be given after the number.

1.2.1 Example of in-text citation

At the same time, however, it must be ensured that the long-term availability and usability of the digital object is maintained[1] pp. 39–40.

At the same time, however, it must be ensured that the long-term availability and usability of the digital object is maintained (1 pp. 39–40).

Baker[2] describes various examples of student activism activities on college campuses as well as students' involment and stake in many areas of scholarly communication in the academy.

1.2.2 Example of bibliographic citations

1. STRATHMANN, S. Trusted repositories. In: *DPE/Planets/CASPAR/nestor Joint Training Event: Starting Out : Presererving Digital Objects – principles and practise : October 13th–17th 2008, Prague, Czech Republic* [online]. 2008 [cit. 2010-05-30]. Available at: http://www.digitalpreservationeurope.eu/PragTrustedRepositories.pdf
2. BAKER, G. Student activism: how students use the scholarly communication system. *Research Libraries News*, 2007, 68(10), s. 636–638.

1.3 Running notes

The reference to a cited document is indicated by a number which refers to a footnote. Notes are numbered in the order in which they appear in the text. A note that refers to a document already cited should state the entire citation of the document or indicate the number of an earlier note with page numbers. In the bibliography, the sources are arranged alphabetically.

1.3.1 Example of in-text citation

At the same time, however, it must be ensured that the long-term availability and usability of the digital object is maintained[1].

As stated earlier by Strathmann, it must also be ensured that the long-term availability and usability of the digital object is maintained[2].

Baker[3] describes various examples of student activism activities on college campuses as well as students' involment and stake in many areas of scholarly communication in the academy.

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[1] STRATHMANN, S. Trusted repositories, In *DPE/Planets/CASPAR/nestor Joint Training Event: Starting Out : Presererving Digital Objects – principles and practise : October 13th-17th 2008, Prague, Czech Republic* [online]. 2008 [cit. 2010-05-30]. Available at: http://www.digitalpreservationeurope.eu/ PragTrustedRepositories.pdf
[2] STRATHMANN, S., ref. 1, p. 39.
[3] BAKER, G. Student activism: how students use the scholarly communication system. *Research Libraries News*, 2007, 68(10), p. 636-638.

Figure 1 - Functional literacy model enriched with ICT literacy[4]

Functional literacy
- the ability to actively participate in the world of information

Literary L – the ability to find and understand information from a text
Document L – the ability to search for and use precisely defined information
Numerical L – the ability to use and understand mathematics
Language L – the ability to use one's mother tongue and other languages adequately and also the relevant terminology within one's field
ICT literacy – the ability of user work with computer (and other tools) and networks (especially the Internet)

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[4] AKVŠ ČR. Komise IVIG. Použití definic informační gramotnosti v práci komise IVIG. Op. cit..

Table 1 - General principles of interactive teaching[5]

Obecné zásady interaktivní výuky
1. Podporujte **tvůrčí atmosféru** ve třídě.
2. Podněcujte k **vyjádření vlastních názorů** a myšlenek.
3. Dávejte **pozitivní zpětnou vazbu** na každé chování, které směřuje k cíli.
4. Vytvářejte **pocit zodpovědnosti** za společný úkol.
5. Dbejte, aby se **všichni zapojili**, aby měl každý prostor k sebevyjádření.
6. Při komentování dílčích výsledků užívejte **nehodnotící, deskriptivní jazyk** (např. místo „Nejste schopni pochopit, co se po vás chce" raději „V tomto úkolu jste se odklonili od zadání.").
7. Diskuse začínejte s tím, **co je všem důvěrně známo**, k čemu má každý co říct.
8. Formulujte **aktuální a přitažlivá témata**, uvádějte příklady ze známého prostředí.
9. Zadávejte **stručně, jasně a konkrétně formulované úkoly**.
10. Přesvědčujte se, zda v každé fázi **všichni vědí, co mají dělat**.
11. **Neutíkejte od konfliktu**, nuťte k vyjasňování kontroverzních stanovisek.
12. Věnujte **dostatek času reflexi** dokončených aktivit.

General principles of interactive teaching
1. Encourage a creative atmosphere in the classroom.
2. Encourage the students to express their own opinions and ideas.
3. Give positive feedback on any behavior that leads to a goal.
4. Create a sense of responsibility for a common task.
5. Make sure everyone is involved so that everyone has room to express themselves.
6. Use non-evaluative, descriptive language when commenting on partial results (e.g. instead of "You are not able to understand what you are asked to do" rather "In this task you deviated from the assignment.").
7. Start the discussion with what is familiar to everyone, what everyone has something to say to.
8. Formulate current and attractive topics, give examples from familiar contexts.
9. Assign briefly, clearly and specifically formulated tasks.
10. Make sure everyone knows what to do at each stage.
11. Do not run away from conflict, make the students clarify controversial positions.
12. Spend enough time reflecting on completed activities.

2 CONCLUSION

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List of bibliographic citations (a numbered page, the number is displayed)

The form of the list of bibliographic citations is governed by the selected type of referencing in the text of the thesis (Harvard system, numerical references or running notes). A clear and detailed methodology for citation and creation of bibliographic citations according to the ČSN ISO 690 standard (01 0197) can be found at http://www.citace.com/soubory/csniso690-interpretace.pdf. This methodology also contains a wide range of practical examples of citations of individual types of documents. The following text was processed on the basis of this methodology, but it is only a simplified and shortened version thereof.

Examples of bibliographic citations of the most common types of publications:

I. Printed resources:

- **Monographs**

no author
Anglicko-český, česko-anglický praktický slovník. 2., rozš. vyd. Hradec Králové: TZ-one, 2007, 1199 p. ISBN 978-80-903606-4-8.

1 author
KOPECKÝ, Kamil. *E-learning (nejen) pro pedagogy*. 1. vyd. Olomouc: HANEX, 2006, 125 p. ISBN 80-857-8350-9.

2 authors
BREIVIK, Patricia Senn and E. Gordon GEE. *Information Literacy: Revolution in the Library.* New York: American Council on Education and Macmillan Inc., 1989. ISBN 9780029114407.

3 authors
PRŮCHA, Jan, Eliška WALTEROVÁ a Jiří MAREŠ. *Pedagogický slovník*. 6., rozš. a aktualiz. vyd. Praha: Portál, 2009, 395 p. ISBN 978-807-3676-476.

corporation = author as an organization
NÁRODNÍ PEDAGOGICKÁ KNIHOVNA KOMENSKÉHO. *90 let Národní pedagogické knihovny Komenského*: *1919-2009*. Vyd. 1. Praha: Ústav pro informace ve vzdělávání, 2009, 43 p. ISBN 978-80-211-0583-6.

- **Thesis**

NOVÁK, Josef. *Information Literacy.* Pardubice, 2012. 100 s. Diplomová práce. Univerzita Pardubice, Faculty of Arts and Philosophy. Vedoucí práce Ing. Jana Novotná, Ph.D.

- **Act**

ČESKO. Zákon č. 111 ze dne 22. dubna 1998 o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách). In: *Sbírka zákonů České republiky*. 1998, částka 39, s. 5388-5419. Also available at: http://aplikace.mvcr.cz/archiv2008/sbirka/1998/sb039-98.pdf. ISSN 1211-1244.

- **A paper in proceedings**

KVĚTOŇ, Karel. Zpětné vazby v učení. In: SEDLÁČEK, Jan, editor. *Sborník příspěvků ze semináře a soutěže e-learning 2002*. Vyd. 1. Hradec Králové: Gaudeamus, 2003, s. 204-208. ISBN 80-7041-509-6.

- **An article in a journal**

BEHRENS, S. J. A conceptual analysis and historial overview of information literacy. *College & Research Libraries*. 1994, **35**(4), 309–322. ISSN 0010-0870.

- **Standard**

ČSN ISO 690. *Informace a dokumentace – Pravidla pro bibliografické odkazy a citace informačních zdrojů.* Praha: Úřad pro technickou normalizaci, metrologii a státní zkušebnictví, 2011. 40 s. Třídící znak 01 0197.

- **Patent**

NOVÁK, Jiří a Jan NOVÁK. *Malá peletizační linka*. IPC: B 27 N 3/08, B 27 N 3/18. Česká republika. Užitný vzor, CZ 18719 U1. 2008-07-07. Dostupné také z: http://spisy.upv.cz/UtilityModels/FullDocuments/FDUM0018/uv018719.pdf

II. Electronic resources:

- **Electronic monograph (e-book, website = web)**

KAPLAN, Robert B. a Paul BRUTHIAUX. *Directions in applied linguistics*: *essays in honor of Robert B. Kaplan* [online]. Buffalo: Multilingual Matters Ltd., c2005, 327 p. [cit. 2012-04-18]. Multilingual matters (Series), 133. ISBN 18-535-9850-X.

UNIVERZITA PARDUBICE. *Univerzita Pardubice* [online]. 2011 [cit. 2011- 05-30]. Available at: http://www.upce.cz/index.html.

Moodle [online]. 2001 [cit. 2011-06-07]. Available at: http://moodle.cz.

- **WWW page (i.e. part of the website = web)**

SONIC FOUNDRY INC. Mediasite Player. *Online Multimedia Presentations* [online]. ©2011 [cit. 2011-06-05]. Available at: http://www.sonicfoundry.com/mediasite/player/.

AKVŠ. Komise IVIG. Jak rozumíme informační gramotnosti. *Odborná komise pro informační vzdělávání a informační gramotnost na vysokých školách* [online]. 2010, 16. 11. 2010 [cit. 2011-06-15]. Available at: http://www.ivig.cz/informacni-gramotnost.html.

- **A paper in online proceedings**

DROBÍKOVÁ, Barbora. Elektronické knihy a katalogy knihoven. In *INFORUM 2011: 17. ročník konference o profesionálních informačních zdrojích, Praha 24. - 26. května 2011* [online]. Praha: Albertina icome Praha, 2011 [cit. 2011-06-30]. Available at WWW: http://www.inforum.cz/pdf/2011/drobikova-barbora.pdf. ISSN 1801–2213.

- **An article in an electronic journal**

LANDOVÁ, Hana. Informační gramotnost v kontextu vzdělávání s důrazem na vysoké školy. *Ikaros* [online]. 2003, **7**(4) [cit. 2011-05-20]. Available at: http://www.ikaros.cz/node/1322. ISSN 1212-5075.

HOIC-BOZIC, N., V. MORNAR and I.BOTICKI. A blended learning approach to course design and implementation. *IEEE Transaction on Education* [online]. 2009, **52**(1), 19 [cit. 2009-11-29]. Available at: http://ieeexplore.ieee.org/stamp/stamp.jsp?tp=&arnumber=4544803&isnumber=4774054. ISSN 0018-9359.

3 BIBLIOGRAPHY

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2. AKVŠ ČR. Komise IVIG. Standardy informační gramotnosti vysokoškolského studenta.
3. *Odborná komise pro informační vzdělávání a informační gramotnost na vysokých školách* [online]. 2010, 16. 11. 2010 [cit. 2011-05-15]. Available at: http://www.ivig.cz/standardy-student.html.
4. AKVŠ. Komise IVIG. Jak rozumíme informační gramotnosti. *Odborná komise pro informační vzdělávání a informační gramotnost na vysokých školách* [online]. 2010, 16. 11. 2010 [cit. 2011-06-15]. Available at: http://www.ivig.cz/informacni-gramotnost.html.
5. BEHRENS, S. J. A conceptual analysis and historial overview of information literacy. *College & Research Libraries*. 1994, **35**(4), 309–322. ISSN 0010-0870.
6. BREIVIK, Patricia Senn. Making the Most of Libraries: In the Search for Academic Excellence. *Change*. 1987, **19**(4), 44-52. ISSN 0009-1383.
7. CILIP. Information literacy: definition. *CILIP: Policy and advocacy.*[online]. 2010,16. 11. 2010 [cit. 2011-05-15]. Available at: http://www.cilip.org.uk/get-involved/advocacy/learning/information-literacy/Pages/definition.aspx.
8. ČLOVĚK V TÍSNI. Interaktivní metody výuky. *Varianty* [online]. ©2008 [cit. 2011-06- 05]. Available at: http://www.varianty.cz/download/pdf/texts.pdf.

4   ANNEXES

Annex A *Components of functional and information literacy*[6]

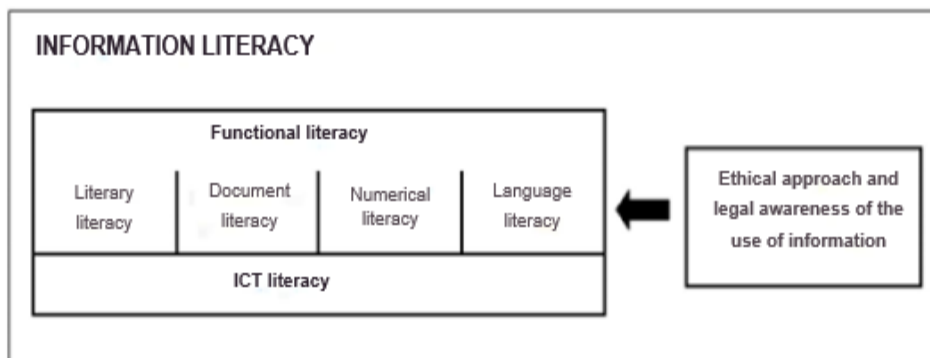funkční G = literární G + dokumentová G + numerická G + jazyková G

informační G = funkční G + ICT gramotnost + etický přístup
a právní povědomí o využívání informací

functional L = literary L + documentation L + numeric L + language L

**information L = functional L + ICT literacy + ethical approach
and legal awareness of the use of information**

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[5] AKVŠ ČR. Komise IVIG. Použití definic informační gramotnosti v práci komise IVIG. Op. cit.

Annex B *Information literacy model*[7]

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[7] AKVŠ ČR. Komise IVIG. Použití definic informační gramotnosti v práci komise IVIG. Op. cit.