Template for final works

Diploma Thesis

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Here you can include acknowledgements. If you do not want to write any, just remove the text, but keep the page empty for correct double-side printing.

Statutory declaration

I hereby declare that, this thesis entitled: Template for final works

was written and completed by me. I also declare that all the sources and information used to complete the thesis are included in the list of references. I agree that the thesis could be made public in accordance with Article 47b of Act No. 111/1998 Coll., Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), and in accordance with the current Directive on publishing of the final thesis.

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In Brno on 25th May, 2019

Abstract

Jandová, M., Rybička, J. Template for final works. Diploma thesis. Brno: Mendel University, 2019.

Example of document template for diploma thesis is presented here. An abstract is in (British) English, and should cover about half a page.

Keywords

Thesis, template, document, thesis example. Here are key words in (British) English.

Abstrakt

Jandová, M., Rybička, J. Šablona pro závěrečné práce. Diplomová práce. Brno: Mendelova univerzita v Brně, 2019.

V textu je popsána šablona pro závěrečné práce a je uvedena v příkladech.

Klíčová slova

Závěrečná práce, šablona, dokument, příklad závěrečné práce.

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# Introduction

## Formatting documents

For a successful graduation it is necessary to write a final work. It is a document about importance of which it is probably not necessary to persuade the reader, therefore it is quite clear that it is paid significant attention to. Therefore different schools elaborate various recommendations, manuals, guides or even directions on how the final work should look, what it should certainly contain, and how the particular elements are evaluated.

These recommendations pay significant attention to formal look of the work. Here there is, though, often a noticeable effort to require or recommend things, which are in a direct contradiction to the valid standard (ČSN 01 6910 from 2014), in contradiction with typographic rules, and generally also with the principles of formatting documents in computer. Many authors copy these recommendations and directions from the times, when there were used typewriters. Spiritless application of the former principles on the technology of composition of book letters there appear nonsenses like spacing, number of characters per line etc.

## Used system

Formatting quality final works in the systems, which are generally not designed for this purpose, is relatively difficult. Office systems for text processing (like e.g. MSWORD) are aimed on a different purpose. Therefore, it was needed to create certain helping tool useful for majority of document elements appearing in final works. Document template, in which also this document is presented, includes a number of predefined styles, both character- and paragraph-related, sets the expected page-size, and enables relatively simple adjustment of formatting.

The aim of the authors of this template is above all to simplify the work connected with formatting, not to force authors to re-invent the wheel, and overcome the already known, unpleasant features or mistakes of the system, and to enable them to concentrate on the contents. At the same time, the aim is also to enable creation of a document, which complies with the typographic rules as much as possible, and does not require an extreme effort of the author.

## What if I want to use a different document formatting?

Construction of a document, which should comply with certain requirements, is not trivial. This, though, brings some rules, which need to be obeyed, when making any changes.

Therefore, if you want to change something, do respect, please, the proposed system. Unprofessional manipulation can, unfortunately, lead to a status, when the original styles do not work, and it might be rather difficult to get a useful form, again.

Basic rules:

Get acquainted with what already exists. In majority of cases it should be sufficient for your needs.

If you do not like certain element, it is possible to change its appearance by changing the parameters of the particular style.

If the document does not include an element you need, try to find a similar one, and derive from it your own style.

If you destroy the structure by a change you have done, try to return it back (Ctrl-Z) and go a different way.

# Objectives

This part of final works always presents the aim the author wants to focus on. Aim of this particular document is to present and get the readers and users acquainted with the elements useful for formatting final works.

Here it is necessary to emphasize that the form of this document is mere recommendation, not a dogma, which is necessary to obey under any costs. Conversely, it is definitely not suitable, that all final works look the same. Every document has its original contents, which follows a respective design.

The aim of this document therefore is to show one of the options, how a document can look like, and mainly to bring a system, mechanism, and principle of elaboration of works of this type on a computer.

Therefore, there is a detailed presentation of formatting styles, which cerate a basic technical help for a successful managing a many-page document, without which an efficient processing is practically impossible.

Used type of letters and setting the formatting parameters represents an example based on typographic rules. Without a sufficient knowledge of these rules it is impossible to produce a correct document, even using much more elaborated and more suitable computer software.

# Description of the template and some styles

This document is called “template”, in the text, even though technically speaking it is not a template (i.e. DOTX type of a file), but an ordinary document. Way of work, though, corresponds with using a template, because it is expected, that the user overtakes the styles and prepared formatting, and only changes the contents.

The template includes over 70 styles. In this text we will describe the most important ones, and if readers need, they can explore other styles directly in this file. The most important is understanding and using the linkages between particular styles, specifically the paragraph styles. Diagram of the style hierarchy is presented in the attachment A. We recommend to carefully study it before making any changes of formatting of the document.

## Basic text

The template is created so that it respects the frequent typographic rules. Therefore, the paragraph following a title is formatted in the style Basic, which defines the basic font, and parameters of the standard text paragraphs.

The next paragraph, though is formatted in the style Other paragraphs, which is linked to the basic, and adds the standard tabelation of 2 quads. Markation is done in the style Markation 1, and in case of need there is also available the style Markation 2, which is aimed for stronger differentiation of the parts of text.

## Headings

Headings are done in the system of bold style with different levels and vertical spaces. Particular styles are named: Heading1, Heading2 and Heading3. Heading1 represents the largest units, and it is automatically paginated. Headings also have corresponding hierarchical numbering. Common features of all headings are concentrated in the helping style *Headings.* This is implicitly bound with the style *Basic*, from which it overtakes the basic elements – type of font and paragraph parameters. If you want to change the font of all headings, you can change the style *Headings,* and you assure that all headings will be correctly adjusted.

## Figures, tables and their descriptions

Figures, graphs, schemes etc. represent a usual part of final works. Pasting a figure itself is supported with the helping style *Figure*, which assures vertical spacing and positioning in the centre. A figure can than be pasted into a virtual paragraph of this style with the parameter “into the text” – see the following sample.



1. Sketch of a steam locomotive series 310.0 (sample of a figure and its description)
Source: Atlas parních lokomotiv, 2013.

After the figure there is a paragraph in the style *Figure title.* Style *Figure* assures that the description will not move to the next page, and the style *Figure title* then assures a vertical space from the following text. It is necessary to include a reference to the source of the figure it can be simply done to the same paragraph after the description on a new row (using Shift-Enter). **Do not** use a reference: “Source: own elaboration”. This nonsense would mean that you should make this notification after every sentence in the text.

Text following a figure is in the style *Basic,* because the tabelation is not necessary here.

The case of tables is slightly different as far as tables are placed differently than figures. The first is a paragraph in the style *Table title.* This will assure a space from the previous text and to the subsequent table, and it is bound with the table, so it will not stay alone at the bottom of a page. Behind a table it is not easily possible to put a space, which would clearly divide the table from the subsequent text, and therefore there is a special style *Tab. separation,* which includes just a vertical space. Therefore, this style is entered into the empty paragraph immediately after a table, and then we continue with subsequent text. Instead of the *Tab. separation* style there can also be used the style Table – source, which is aimed on entering the source of data in a table – see the sample:

1. This is a title of an inserted table

|  |  |  |
| --- | --- | --- |
| Name | Points | Rank |
| Jaroslav | 36 | II. |
| Marie | 24 | II. |

Source: Examination report, 2017.

The source only includes the overtaken data. It is a nonsense to include texts like: “Source: own calculation”, “Source: own elaboration” etc. If you do not want to declare that you have learned to multiply the numbers in the second grade, this information does not have a real significance. After a table there also continues a text in the style *Basic,* i.e. without a paragraph tabelation.

Also the contents of the table include a system of interesting styles. There are available styles for particular types of table fields and their alternatives for different alignments. All are derived from the basic style *Tab. cell,* which again comes from the *Basic.* Other styles include *Tab. data* (for data fields of a table) and *Tab. heading* (for heading of a table – bold centred). Data fields can have different alignments, therefore there are available the styles Tab. numbers (implicitly aligned right) and Tab. text (implicitly aligned left). For general usage there also exists the style *Tab. general,* which is used in appropriate cases – centred.

Alignment of numbers can be improved also through leaving the alignment centred and for achieving a perfect alignment we add the same number of invisible numerals, which are formatted in a special style *Tab. alignment characters.* The third column of the sample table uses this principle.

## Mathematic expressions, numbered equations

For these cases there exists the style *Equation.* It includes two tabelations – one in the middle and one in the right margin. It is used so that we place the formula to the centre tabelation and its number to the right margin. Thus, there is a tabelation before the formula and after the formula, and then formula number on the right.

  (1)

It is recommended to simply copy the sample construction and then to just update the formula. The number is updated automatically, or it can be forced by pressing F9. Formula style also has appropriate vertical spacing. It is derived from the style *Figure,* so the vertical spaces of these objects are identical.

## Lists

Lists (specifically the numbered ones) always represent a puzzle – no version of Word deals with them correctly, and even though a number of features can be set, they still need to be checked for correctness.

Basic principle of continuations of lists starts with the style *Lists*. From this there are derived both, numbered and non-numbered.

### Sample of a non-numbered list

Non-numbered list is formatted in the style *List-non numbered* (what a surprise).

We will show examples of lists – numbered and non-numbered. This will be the first point in non-numbered list, which intentionally includes more rows.

This is a standard point of a non-numbered list.

And one more point on standard non-numbered list follows.

And this will be the last point of non-numbered list, which also intentionally includes more rows.

And now we are showing a text within a list. This situation is not solved by any pre-defined support. After this last point of a list there follows a standard text based on the style “Other paragraphs”.

This is the first paragraph after a list, which has a different setting, because it is necessary to make an appropriate vertical space after the end of a list.

After this last point there follows standard text based on the style “Other paragraphs”.

And one more point of a standard non-numbered list.

And this is the last element of a non-numbered list, which also includes more rows. After this there is a vertical space from the subsequent text.

After finishing a list, we use the style *Basic* and continue with the text. In the electronic form you can notice, which styles are used for formatting particular elements of the list.

### Sample of a numbered list

Numbered lists are done as multi-level. Just as in the case of non-numbered lists there are available particular styles for paragraphs within particular levels. Basic structure of a multi-level numbering is done in three styles: *List-numbered*, *List-numbered2*, and *List-numbered3*. The system is geometrically set so that the list of a lower level is left-aligned on the level of the text of the upper level. The list of the top level has right alignment of numbers, which respects the correct alignment of multi-digit and single-digit numbers.

First point.

* 1. First sub-point.
	2. Second sub-point.
	3. Third sub-point.
1. Second point.

And this is the form of a paragraph merged into a list on the first level. A short text with several paragraphs shows the correct formatting.

“The first significant decision connected with the Lisbon agreement was approved without any difficulties. Senators approved the introduction of the so called bound mandate through the operative amendments of parliamentary standing orders to the Lisbon agreement.

Thus, the government will not be allowed to approve a transfer of authority to the European level, if it will not get an approval of both chambers of the parliament. Amendments will have to be signed by the president.” (Sample text.)

* 1. Sub-point of the second point.
		1. Third level of a sub-point.
		2. Third level of a sub-point.
	2. Second sub-point of the second point.
		1. Third level of a sub-point.
		2. Third level of a sub-point.
1. Third point.
2. Fourth point.
	1. Second level of the fourth point.

And this is the form of a paragraph merged into a list on the second level. A short text with several paragraphs shows the correct formatting.

“The first significant decision connected with the Lisbon agreement was approved without any difficulties. Senators approved the introduction of the so called bound mandate through the operative amendments of parliamentary standing orders to the Lisbon agreement.

Thus, the government will not be allowed to approve a transfer of authority to the European level, if it will not get an approval of both chambers of the parliament. Amendments will have to be signed by the president.” (Sample text.)

* 1. One more.
		1. Third level of a sub-point.

And this is the form of a paragraph merged into a list on the third level. A short text with several paragraphs shows the correct formatting.

“Thus, the government will not be allowed to approve a transfer of authority to the European level, if it will not get an approval of both chambers of the parliament. Amendments will have to be signed by the president.” (Sample text.)

* + 1. And one more, really last point, for the moment.

This is the first paragraph after a numbered list, which has a different setting as far as it is necessary to make a correct vertical space after the end of numbered lists, which has to be done differently than in the case of non-numbered lists.

And the next paragraph is a standard text based on the style Other paragraphs. In the electronic form it is, again, possible to find-out, which styles and with which connections are formatting all specifics of the numbered lists.

## Document

A page is set in accordance with the typographic rules. The document is two-sided, left and right pages have mirror margins, and can also differ in the headers. Margins correspond with the rules for placing the prints to a paper. Spines are wider for bounds – the spine space extends the margin with 20 mm, and total inner margin represents 35 mm.

Headers and footers are formatted based on the style *Basic.* Standard headers include automatically filled-in fields with the contents of *Heading1* (or *Title contents* in case of the contents).

The document is divided into three sections: starting with the title list to abstracts (including) there is the section 1, list of contents is in the section 2, and the rest of the document is in the section 3. Header and footer of the title list is done as a separate list of the first section.

Numbering of figures, tables, formulas, and footnotes is done as continuous.

# Conclusion

This document describes the system of styles and settings in the template for formatting final theses. The recent version of the template is 1.1, and its last adjustment was done on 06 April 2021.

Primary form and basis of the template was done by Monika Jandová in April 2009 within her bachelor thesis. The template was then finalized in the autumn of 2009 by Assoc. Prof. Jiří Rybička within the preparation of materials for Bachelor seminar course. From that time there were corrected some minor mistakes and the text was several times slightly adjusted. Translation into English was done in summer 2017 by Pavel Žufan.

## Availability and use of the template

The template is available on the FBE web, in the sessions aiming on final theses.

The template is represented by this document. You can remove the recent text and enter your own. If you want to input the template into your system, replace the useless text, and save it into a suitable directory as a type *template* (\*.dotx). Directory, which includes the user-defined templates, is identified in the menu Tools/Options on the card Location of files in the item User templates.

## Comments and suggestions

Possibilities of Word are rather limited – it is necessary to realize, that it represents rather a typing than a typesetting tool. It is not a system primarily suitable for creation of longer documents with complicated components and high level of typesetting quality, and therefore it is not very suitable for typesetting final theses. It very often happens that within an editing action there is damaged a completely different component, and the action can hardly be undone. Seemingly without any reason there can change the margins of lists, the headers can get damaged etc. There are also issues connected with transferring documents between different versions. Therefore, it is impossible to create everything that would suit the given purpose. E.g. there were not addressed the pre-prepared cross references to literature and other objects, automatic lists of figures and tables, their automatic numbering etc. If it is necessary to create a more structured document with more complicated text and non-text elements, it is probably better to use a different system, which will enable a better automation of the document, making it faster and easier, and the final document will better match the qualitative demands.

In case of finding any mistakes or if you would suggest other elements of the template, you can send an e-mail to rybicka@mendelu.cz. Significant mistakes will be corrected, and suitable proposals will be incorporated into the template.

# References

Literature items are formatted in the style Literature. In the citation information, the name of the author is formatted in the style Name-author and the title of the source documents in the style Title-source. No other support is implemented. It is expected that the list will be alphabetically ordered by the surname of the first author (if there is none, then by the title of the source). Further details on elaboration of texts, i.e. also final theses can be found in the following source, which also serves as a demonstration of citation:

Rybička, J., Čačková, P., Přichystal, J. Průvodce tvorbou dokumentů. 1. vyd. Bučovice: Martin Stříž, 2011. ISBN 978-80-87106-43-3.

# List of figures

The thesis can optionally include a list of figures and list of tables. In case it really makes sense (the list is important for providing a better orientation of the reader in the document), this part can be used. Otherwise, this whole part can be erased. (Technical note: list of figures and tables in this document is very brief, and such a list should never appear in final theses.)

[Fig. 1 Sketch of a steam locomotive series 310.0 (sample of a figure and its description) Source: Atlas parních lokomotiv, 2013. 14](#_Toc68605816)

[Fig. 2 Style hierarchy – main part (selected styles directly derived from the style *Basic*) 25](#_Toc68605817)

[Fig. 3 Style hierarchy – styles for lists (selection) 26](#_Toc68605818)

[Fig. 4 Style hierarchy – styles for table fields 27](#_Toc68605819)

# List of tables

[Tab. 1 This is a title of an inserted table 14](#_Toc68605616)

Attachments

1. What should I do, if I do not want any attachments?

Attention – mere deleting of the session Attachments usually leads to re-formatting the whole document into the parameters of the erased attachments – specifically the headers get damaged.

Unfortunately, the authors do not know a way how to erase this session without affecting the remaining document, and therefore the only reasonable solution is to erase only the texts of the attachments, leave the page with the title “Attachments”, and not print it.

1. Hierarchy of paragraph styles of the template

Following figures show the relations between selected styles of the template. There can be seen the division of particular parameters and possible changes can be derived. Coloured styles are further decomposed in the following pages.

Basic

Tab. cell

Other paragraphs

Lists

Headings

Heading1

Heading-main-att

Literature

Heading1

Heading2

Title contents

Descriptors

Figure

title

Table title

Footnote

text

Header
+ footer

Page

header

Header

left

Header

right

Header

title

1. Style hierarchy – main part (selected styles directly derived from the style *Basic*)

List-numbered

Lists

List-standard non-numbered

Text in non-num. list

Standard par1

Standard par2

Standard par3

List-numbered2

List-numbered3

List-non numbered

Basic

1. Style hierarchy – styles for lists (selection)

Basic

Tab. cell

Tab. numbers

Tab. data

Tab. heading

Tab. text

Tab. general

1. Style hierarchy – styles for table fields
2. List of styles

Czech text – aimed for marking the text in Czech

Footnote mark – markation of reference number in the footnote

Markation 1 – basic markation of the text

Markation 2 – strong markation of the text

Name-author – aimed for marking authors in the list of references

Tab. alignment characters – aimed for invisible numerals, which align the numeric columns in tables

Title-source – aimed for marking the title of a source document in the list of references