Recommendations for Dissertations

The basic requirements regarding the length, structure and format of a dissertation thesis defended at the Faculty of Economics and Administration are set out in the relevant directive of the Dean. In addition to these requirements we also introduce the following recommendations.

Application

Consider writing your thesis in TeX (e.g. LaTeX, ConTeXt). We know from our experience that this often saves a lot of time and stress connected to wrong formatting, title numbering, and other flaws that are more likely to occur the longer text you are trying to write.

Format

Headings

We recommend to use sans serif or font otherwise graphically different from the main text, e.g. Arial, Verdana, Calibri, Helvetica, DejaVu Sans, Droid Sans, etc. A **bold typeface** is suitable, but not absolutely necessary.
The font size of the headings is derived from the selected font and from the size of the main text:

1. Title of a chapter – 130–150% (i.e. usually from 16 to 18 points)
2. Title of a subchapter – 115–130% (i.e. usually from 14 to 16 points)
3. Title of a section – 110–115% (i.e. usually from 12 to 14 points)

Text other than the main text

It is also possible to use different font for data in tables or graphs, descriptions of these tables, graphs or other illustrations, footnotes and other similar explanations. The font size can be reduced, if necessary, but should never be larger than the font size of the main text. In case of multiline text, we recommend simple line spacing – this applies particularly to footnotes.

Abbreviations

If an abbreviation is used in the text, it is highly appropriate to explain it when it is used for the first time (in brackets or in the form of a footnote).

Typesetting

Make sure that you write correctly all "quotes", hyphens "-" and spaces. Highlight primarily in italics and only decently. After all, the whole text is important, otherwise it would not make sense to write it at all.

Citation

Cite according to APA or ISO 690 standards (author-date style), i.e. probably in the same way you cited your articles during your studies. Keep in mind that there is no single correct result of writing a bibliographic citation - for example, the ISO 690 standard does not specify the style and punctuation of the citation at all. This means that you can choose the size of the font, delimiters or the typeface. It also means that APA and ISO 690 standards are actually very similar, respectively the usual style of writing according to the APA standard largely complies with the ISO 690 standard.

The order is important, especially the fact that the author must be mentioned as first (or authors, responsible institution, etc.) and then the year of publication, because in the text you use these information to refer to the list of works used (the so-called Harvard style of referencing required by the Directive). This style also implies that the list of works used must be arranged alphabetically to make it easier for the reader to navigate through the text.

See the following guidelines for examples of writing bibliographic citations:

1. ISO 690 – Citation guides
2. APA – Mendeley Harvard Format Citation Guide
3. APA – Mendeley APA Format Citation Guide