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| **Thesis title (max. 2 lines)** |
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ABSTRAKT

Text of Czech abstract.

Klíčová slova: klíčové slovo, klíčové slovo

ABSTRACT

Text of English abstract.

Keywords: keyword, keyword

Acknowledgments, motto etc.

Contents

[Introduction 11](#_Toc173940394)

1. [theoretical Part 12](#_Toc173940395)

[1 Heading 13](#_Toc173940396)

[1.1 Subheading A 13](#_Toc173940397)

[1.2 Subheading B 13](#_Toc173940398)

[1.2.1 Sub-subheading alfa 13](#_Toc173940399)

[1.2.2 Sub-subheading beta 13](#_Toc173940400)

[1.3 Subheading C 13](#_Toc173940401)

[2 Heading 14](#_Toc173940402)

[2.1 Subheading A 14](#_Toc173940403)

[2.2 Subheading B 14](#_Toc173940404)

1. [Practical Part 15](#_Toc173940405)

[3 Figures, Tables, Equations and Source code 16](#_Toc173940406)

[3.1 Figures 16](#_Toc173940407)

[3.2 Tables 17](#_Toc173940408)

[3.3 Equations 18](#_Toc173940409)

[3.4 Source Code 18](#_Toc173940410)

[4 Saving the final thesis as a PDF/A document 19](#_Toc173940411)

[Conclusion 20](#_Toc173940412)

[Bibliography 21](#_Toc173940413)

[List of Figures 22](#_Toc173940414)

[List of Tables 23](#_Toc173940415)

[List of Abbreviations 24](#_Toc173940416)

[Appendices 25](#_Toc173940417)

Introduction

Two styles are prepared for the basic text in the template: Paragraph 1 and Thesis Text. The "Paragraph 1" style is without a paragraph break and is used for the first paragraph under a heading (set automatically as soon as you end the heading with the Enter key), image, table, or quote. The style is set as the following paragraph style after the heading styles. The following paragraphs are formatted using the "Thesis Text" style, marked with a paragraph break, and intended for paragraphs other than the first. It is set as the following paragraph style after the Paragraph 1 style.

The template is designed to print the work on both sides: it has mirrored edges and a mirrored header. The template uses sections to set the introductory pages (statement, statement, abstract, table of contents, and introduction) always to be odd so that an odd page may follow an odd page. It is not a mistake. Word (or its alternative) automatically sends a blank page between the odd pages to the printer when printing. The same applies when exporting to PDF. If some introductory parts are being edited, viewing all characters in the document (**the ¶ key or Ctrl + Shift + 8**) is recommended to avoid throwing other pages.

The templates were updated in September 2024.

|  |  |
| --- | --- |
|  | theoretical Part |

Heading

In this chapter, there is an example of headings for different levels.

Subheading A

Subchapter text.

Subheading B

Subchapter text.

Sub-subheading alfa

Subsection text.

Sub-subheading beta

Subsection text.

Subheading C

Subchapter text.

Heading

The text of the second main chapter.

Subheading A

Subchapter text.

Subheading B

Subchapter text.

|  |  |
| --- | --- |
|  | Practical Part |

Figures, Tables, Equations and Source code

To avoid problems with inserting images and tables in MS Word or its alternatives, we recommend that you follow the following recommendations:

* place images and tables in a new separate paragraph,
* apply the **Image style** to the paragraph with the image, which is set as a new paragraph with center alignment,
* after inserting an image or table and setting their appropriate size, right-click on them and select **Insert caption** (the caption of images and tables is also prepared in the appropriate style with alignment to the center),
* images and tables must be cited (they are cited in the same way as, for example, a text borrowed from a book): if it is the author's creation or elaboration, use the label *(source: own elaboration)*,
* the **Source style** is used to format the source (this prepared style is appropriate to use if the author of the work cites e.g., the ISO 690:2022 standard and uses the Harvard system or the numeric method in the work; for the running notes method, the number is given in the superscript immediately after the label),
* where the nature of the text allows, it is advisable to provide a text reference to all inserted images and tables.

Figures

When inserting images (Figure 1), ensuring they do not contain an alpha channel (transparency) is crucial. Since it is necessary to convert the final work to PDF in the required PDF/A standard, it is necessary to follow this, i.e., to insert images, e.g., as JPG or PNG without a transparent background.



Figure 1 Figure caption

(source: own elaboration)

The image must not exceed the set margins. Image captions appear below the image and are centered just like images. The source is indicated on the following line below the label.

The list of figures is given at the end of the work as a **List of Figures**; it only needs to be updated after the thesis is completed.

Tables

The table must not exceed the set borders. Table labels appear above the table and are centered. A possible source is indicated on a new line below the table.

Table 1 Table caption

|  |  |  |  |
| --- | --- | --- | --- |
| **Table header 1** | **Table header 2** | **Table header 3** | **Table header 4** |
| First line | 0,98 | 123,97 | 1258,58 |
| Second line | 1,5875 | 11,0334 | 251,005 |

(source: own elaboration)

From the point of view of visual editing, we recommend that if the source is indicated below the table (see the reference to the source in Table 1), we still manually increase the space before the paragraph to 12 points. This procedure is also suitable if the author of the thesis does not indicate the source and continues below the table with the basic text of the paragraph. Just click in the row with the table's source or in the paragraph's row and choose the option **Paragraph – Spacing before**).

The list of tables is given at the end of the work as a **List of Tables**; it only needs to be updated after the thesis is completed.

Equations

Example of inserted equations using automatic text (**Insert – Equation**).

 $a^{2}+b^{2}=c^{2}$ (1)

 $x=\frac{-b\pm \sqrt{b^{2}-4ac}}{2a}$ (2)

Source Code

An example of writing source code is for which it is possible to use the prepared **style Program code**.

# Function to calculate the factorial

def factorial(n):

if n == 0:

return 1

else:

return n \* factorial(n - 1)

# Getting input from the user

number = int(input("Enter a number: "))

# Factorial calculation

result = factorial(number)

# Result statement

print(f" Factorial of a number {number} is {result}")

Saving the final thesis as a PDF/A document

According to the currently valid rector's directive on final theses, students must submit electronic versions of their qualifying texts (bachelor's, master's, dissertation, and rigorous) theses in PDF/A format (standard PDF/A-1b).

**Microsoft Word (Windows)**

* In the MS Word program, select the **File – Export** option and select the **Create PDF/XPS Document** button in the menu. Find the **PDF options** at the bottom. Tick the first offer **ISO 19005-1 compliant (PDF/A)**.

**Microsoft Word (macOS)**

Microsoft Office for macOS cannot create PDF/A files. It is, therefore, necessary to export the document to PDF and then convert this file to PDF/A.

* Conversion using the Preview application: Open the PDF document in the Preview application and choose **File – Export**. In the format type menu, select **PDF** and check the **PDF/A item**.
* Conversion using Adobe Acrobat Pro: Open the PDF document in Adobe Acrobat Pro and choose **File – Save As**. In the format type menu, select **PDF/A**. Use the **Options/Settings** button to display the menu and check the **Save as PDF/A-1b** item.

Instructions are also available on the library's website <https://iva.k.utb.cz/wp-content/uploads/i_want_to_safe_my_final_thesis_as_a_PDF-A_document_web.pdf>.

Conclusion

Conclusion text.

Bibliography

The bibliography must always be drawn up according to the citation standard used in the final thesis.

List of Figures

[Figure 1 Figure caption 2](#_Toc173857204)

List of Tables

[Table 1 Table caption 2](#_Toc173857201)

List of Abbreviations

A Meaning of first abbreviation

B Meaning of second abbreviation

C Meaning of third abbreviation

Appendices

Appendix P I: First appendix title

Appendix P I: First appendix title

Content of first appendix.