



**SILESIA
UNIVERSITY**

SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

Dean's Instruction No. 02/2020

Editing, Publishing and Storing Final Theses

Dean's Instruction No. 02/2020

Editing, Publishing and Storing Final Theses

Art. 1

Introductory provisions

- 1) According to the 1st Change of the Rules on the Publication of Final Theses (hereinafter referred to as the "FT") of the Silesian University in Opava, approved by the Ministry of Education, Youth and Science, the Dean of the Silesian University in Opava, School of Business Administration in Karviná (hereinafter referred to as the SU SBA) publishes the "Instruction on Editing, Publishing and Storing Final Theses" (hereinafter referred to as the Instruction).
- 2) The Instruction sets down the basic formal requirements and the adaptation of the Bachelor's theses (hereinafter referred to as the "BT"), Master's theses (hereinafter referred to as the "MT") and Dissertation theses (hereinafter referred to as the "DT") of SU SBA students, including the procedure of publishing and storing final theses.

Art. 2

Structure of the BT/MT/DT

- 1) BT/MT/DT have the following structure:
 - a) The front of the BT/MT/DT (see Attachment no.1),
 - b) Title page (see Attachment no.2),
 - c) Description of the thesis (except for the DT),
 - d) Abstract,
 - e) Content (see Attachment no. 3),
 - f) Introduction,
 - g) Own text of the final thesis,
 - h) Conclusion,
 - i) References,
 - j) A list of tables,
 - k) A list of figures,
 - l) A list of abbreviations,
 - m) A list of annexes,
 - n) Annexes.

- 2) The front of the FT (Attachment no.1) contains the exact name of the university (font size 18, all capitalized), the faculty (size 16), the title of the FT (size 16), the type – Bachelor’s Thesis/Master’s Thesis/Dissertation Thesis (size 16) - all centred in the middle, see Art. 3 for margins. In the lower-left corner the place and year of the completion of the FT (size 16), the student's name and surname (size 16) on the same line in the right corner. All data are given only in a language, in which it is elaborated.
- 3) The title page of the FT (Attachment no. 2) contains the exact name of the university (font size 16, bold, all capitalized), the faculty (size 14, bold), the degree program (if it is the case the field of study too) (size 12), the student’s name and surname (size 12, normal), the title of the FT (size 14, bold), the type - Bachelor’s Thesis/Master’s Thesis/Dissertation Thesis (size 12, normally) - all centred in the middle, see Art.3 for margins. In the lower-left corner, the place and year of completion of the FT (size 12, normally), on the same line in the right corner the name and surname of the supervisor of the FT, incl. titles (size 12, normal). The other side of the title page remains clean. All data is given only in English.
- 4) The description of the BT/MT printed from the Information system of the Silesian University (hereinafter referred to as the „IS SU“) and signed by competent persons is an integral part of the BT/MT and it is inserted into the BT or MT as a second sheet. The implementation procedure for the description of the BT/MT is governed by the Dean’s Instruction No. 03/2020 Implementation Procedure for the Description of Final Theses.
- 5) On the third sheet of the FT, there is an abstract in the range of one paragraph of 7 to 12 lines.
- 6) The fourth sheet lists the Content of the FT (see Attachment no.3).

Art. 3

Formal adjustment of the FT

- 1) The FT is processed in A4 format:

Font	Times New Roman, normal, size 12,
Chapter font headings	bold, size 16,
Chapter font subheadings	bold, size 14,
Line spacing	1.5,
Text alignment	in the block, indenting the first line of the paragraph 1.25 cm, no spaces between paragraphs, use headings with no indentation on the left margin,
Character spacing	normal,
Heading – page number	2 cm, at the right margin it contains a page number, pages are numbered from the beginning by Arabic numerals, attachments are not numbered,
Margins	left 4 cm, right 2 cm, top 3.5 cm, bottom 2 cm,
Numbering	chapters and subchapters are numbered, parts of the text are numbered, separated by full stops (without spaces), the full stop is not written at the end of the numerical expression, the introduction and conclusion in the FT are not numbered,

- | | |
|----------------------------|---|
| Citations | bibliographic citations are given by the citation standard ČSN ISO 690 – see Attachment no.4, |
| Footnotes | it is possible to use the footnotes of the font size 10 in the text of the FT, aligned in a block and numbered continuously, |
| Annexes | they are numbered but not paginated (without page number), |
| Tables | are given in the text or the attachment of the FT, they must contain the number, the appropriate name, and source of information, |
| Charts, diagrams, pictures | are shown under the collective name as a figure in the text or attachments of the FT, they must contain the serial number, the appropriate name, a source of information. |
- 2) The student elaborates the FT according to the template, which is published on the website of the SU SBA.

Art. 4

The scope of the FT

- 1) The scope of the BT (not including Annexes) is set at 35 - 45 pages, the scope of the MT is set at 45 - 65 pages. The BT or MT is written on one side of the sheet, i.e. double-sided printing is not used.
- 2) The scope of the DT is set at 90 - 150 pages (not including Annexes). The DT is written on one side of the sheet, i.e. double-sided printing is not used.

Art. 5

Submission of the BT and MT

- 1) The BT or a MT is submitted by a student to the secretary of the relevant department within the deadline set for the relevant academic year in two hardcover printed copies. At the same time the student shall upload his / her final thesis into the IS SU in one of the following formats: *.pdf, *.doc, *.docx or *.odt (the text cannot be locked by a password or otherwise unreadable).
- 2) The secretary of the relevant department shall check information in the IS SU on the file of the BT/MT whether it is full. Due to the BT/MT archiving and registration in the university library system and for communication with information systems outside of our university, the BT/MT file name must be entered into IS SU in the form of:

OPF_Type of thesis_En_Year_UČO_Surname_Name.pdf

The individual identification attributes have to be separated by an underscore.

The name of the file must not contain the Czech diacritics.

Examples of the titles of the FT for the submission in 2020:

OPF_B_En_2020_12345_Novak_Jan.pdf

OPF_D_En_2020_54321_Stach_Jiri.pdf

- 3) At the same time, the student has to fill out the necessary data in the IS SU in the Archives of the FT. Detailed instructions for filling in can be found in the IS SU at <https://is.slu.cz/help/student/prace?lang=en>.
- 4) If a secretary of the department has found the deficiencies or incompletely filling in of the BT / MT data, he /she shall inform the student and request their removal without delay. If the student does not respect the instructions of the secretary of the department, the student is considered not to have submitted the thesis.

Art. 6

Submission of the DT

- 1) The student registers for the defence of the DT by submitting the completed and signed application (see Attachment no.6) and submitting the DT with all necessary attachments.
- 2) The compulsory attachments of the DT include:
 - a) CV,
 - b) An overview of the student's publication activities,
 - c) Research proposals of the DT in 15 copies.
- 3) The student submits the printed DT at the Institute of Science and Research on the set deadline in five copies, hardbound. At the same time, the student uploads his/her FT in the IS SU in one of the following formats: *.pdf, *.doc, *.docx or *.odt (the text must not be locked by a password, encrypted or otherwise unreadable).
- 4) The officer of the Institute of Science and Research shall check information in the IS SU on the file of the DT whether it is full. Due to the DT archiving and registration in the university library system and for communication with information systems outside of our university, the DT file name must be entered into the SU the form of:

OPF_DISP_En_Year_UCO_Surname_Name.pdf

The individual identification attributes have to be separated by an underscore.

The name of the file must not contain the Czech diacritics.

The example of the title of the DT after the submission in 2020:

OPF_DISP_En_2020_98765_Nova_Alena.pdf

- 5) At the same time, the student must fill all necessary data in the IS SU in the Archives of the FT. Detailed instructions for filling in can be found in the IS SU <https://is.slu.cz/help/student/prace?lang=en>.
- 6) If an officer of the Science and Research has found the deficiencies or incompletely filling in of the DT data, he / she shall inform the student and request their removal without delay. If the student does not respect the instructions of the officer of the department, the student is considered not to have submitted the thesis.

Art. 7

Publication of the FT

- 1) Under the provisions of § 47, b), par. 3 of Act No. 111/1998 Coll. on Higher Education Institutions and Amendments to Other Acts (Higher Education Act), it applies that by submitting the thesis, the author agrees to publish his / her thesis according to the cited law, regardless of the result of the defence.
- 2) For this given reason, the final theses, incl. the opponents' opinions and together with a record of the course and the result of the defence are published only in the reading room of the University Library, at the workplace in Karviná.
- 3) The final theses are published in both written and electronic form during the official hours of the reading room of the University Library, at the workplace in Karviná.
- 4) Full texts of the final theses for which the defence was held, including the opinions of the opponents and the record of the course and the results of the defence are published in electronic form via the Repository of the Final Qualification Theses at <https://zkip.slu.cz/>. The Repository is accessible on the computers in the University Library and university Intranet after login with valid login data. The FT after the defence submitted by the students starting September 1, 2019, are published non-profit including reviews of the opponents, the record of the defence and its result in electronic version in the IS SU archive at <https://is.slu.cz/thesis/?lang=en>.
- 5) The applicant requiring access to the printed version of the final thesis is obliged to fill in the written application in the relevant application form "The request for access to the FT" and submit it to the authorized employee of the University Library, at the workplace in Karviná.
- 6) The application form is available in the reading room of the University Library, at the workplace in Karviná and on the websites of the university.
- 7) If the applicant from the public makes a copy, he/she is obliged to pay the financial amount to the authorized employee of the University Library, at the workplace in Karviná in the amount stipulated in the SU SBA pricelist (the price list is published in the University Library, at the workplace in Karviná). Students of the SU SBA pay for copies by a copy card issued by the Faculty.
- 8) If the final thesis contains information which is subject to classified information such as trade secret, etc., the author of the final thesis makes such data illegible in one original of the final thesis, which is intended to be published in the reading room and it also makes them illegible in electronic form in pdf format.

Art. 8

Storing the FT

- 1) The final qualification theses of the students of the SU SBA are stored in accordance with the Rector's Records Management Rules of the Silesian University in Opava.

Art. 9

Final provisions

- 1) This instruction repeals the Dean's Decree No. 7/2018 Editing, Publishing and Storing Research Theses.
- 2) This instruction enters into force and takes effect on the day of publishing on the intranet.

In Karviná on 30. 3. 2020

Prof. Ing. Daniel Stavárek, Ph.D.
Dean

Attachments:

1. Template of the front page of the FT
2. Template of the title page of the FT
3. Template of the Content of the FT
4. Example of bibliographic citations in the References used in the FT elaborated at the SU SBA
5. Citation methods in the text of the FT elaborated by the student of the SU SBA
6. Application form for the defence of the DT

Attachment no. 1 Template of the front page of the FT

SILESIAN UNIVERSITY IN OPAVA

School of Business Administration in Karviná

Marketing Research

Bachelor's Thesis/Master's Thesis/Dissertation Thesis

Karviná 20yy

Jan Novák

Attachment no. 2 Template of the title page of the FT

SILESIA UNIVERSITY IN OPAVA
School of Business Administration in Karviná

Study Programme: Economics and Management
Field of Study: Business Economics and Management¹

Jan Novák

Marketing Research

Bachelor's Thesis/Master's Thesis/Dissertation Thesis

Karviná 20yy

Supervisor of the BT/MT/DT:
Prof. Ing. Karel Novotný, CSc.

¹ The name of the field of study is only given in the case of the study programme with a field of study.

Attachment no. 3 Template of the content of the FT

Content

Introduction	1
1 Title of chapter	3
1.1 Title of subchapter	7
1.2 Title of subchapter	10
1.2.1 Title of section	10
1.2.2 Title of section	11
1.3 Title of subchapter	12
2 Title of chapter	11
2.1 Title of subchapter	13
2.2 Title of subchapter	15
3 Title of chapter	21
3.1 Title of subchapter	21
3.2 Title of subchapter	27
3.2.1 Title of section	27
3.2.2 Title of section	28
Conclusion	30
References	32
A list of tables	36
A list of figures	37
A list of abbreviations	38
A list of annexes	39
Annexes	

Attachment no. 4 Example of bibliographic citations in the references used in the FT elaborated at the SU SBA

Monographic publications (books, studies, working papers, annual reports)

- [1] TÝČ, V., 2006. *Fundamentals of European Union Law for Economists*. 5th ed. Prague: Linde. ISBN 80-7201-631-8.
- [2] JONES, R. J., 2001. *Politics and economics of the European Union: an introductory text*. 2nd ed. Cheltenham: Edward Elgar Publishing. ISBN 1-84064-110-X.
- [3] HINDLS, R., S. HRONOVA, J. SEGER and J. FISCHER, 2007. *Statistics for Economists*. 8th ed. Prague: Professional Publishing. ISBN 978-80-86946-43-6.
- [4] OECD, 1993. *OECD Employment Outlook 1993* [online]. Paris: OECD [vis. August 24, 2014]. Available from: <http://www.oecd.org/dataoecd/59/22/2485427.pdf>
- [5] BASL, J. and J. POUR, 2006. *Quality of Business Informatics in the Context of Information Society* [online]. Working paper CES VŠEM No. 10/2006. Prague: VŠEM [vis. August 3, 2012]. Available from: http://www.vsem.cz/data/data/ces-soubory/working-paper/gf_WPNo1306.pdf
- [6] CNB, 2018. *Annual Report 2017* [online]. Prague: Czech National Bank [vis. August 3, 2018]. Available from: https://www.cnb.cz/cs/o_cnb/hospodareni/vyrocní_zpravy/vyrocní_zprava_2017.pdf

Contributions to monographic publications (chapters in books, papers in proceedings)

- [7] KRPÁLEK, O., 2010. Evaluation of the Economic Performance of the Czech Republic. In: P. NOVOSAD, ed. *Czech economy and its competitiveness*. Prague: Ekonomické vydavatelství, pp. 27-56. ISBN 978-80-216-1234-0.
- [8] JANÁČEK, K., 2011. Legislative aspects of labor market functioning. In: P. NOVOSAD and K. MACHÁČEK, eds. *The legal environment countries of Central and Eastern Europe*. Praha: Ekonomické vydavatelství, pp. 135-156. ISBN 978-80-216-1234-0.
- [9] SOUKUP, P., 2009. Recession on the Real Estate Market in the Czech Republic. In: *Proceedings II. International scientific conferences of doctoral students and young scientists*. Karvina: SU OPF, pp. 364-372. ISBN 978-80-7248-553-6.
- [10] DLOUHÝ, M., 2012. Efficiency and Resource Allocation within a Hierarchical Organization. In: J. RAMIK and D. STAVAREK, eds. *Proceedings of the 30th International Conference Mathematical Methods in Economics* [online]. Karviná: Silesian University in Opava, pp. 112-116 [vis. August 3, 2012]. ISBN 978-80-7248-779-0. Available from: doi: 10.1145/2072508.2072510

Articles in series publications (scientific and professional journals, daily newspapers)

- [11] KLUSOŇ, V., 1999. Ownership Dimension of Social Responsibility. *Political Economy*, **47** (6), 797-810. ISSN 0032-3233.
- [12] DAVIDSSON, M., 2012. Economic Growth and Risk Aversion. *European Journal of Social Sciences* [online]. **28** (1), 92-100 [vis. August 3, 2012]. ISSN 1450-2267. Available from: http://www.europeanjournalofsocialsciences.com/ISSUES/EJSS_28_1_10.pdf
- [13] GORGOL, D., 2012. The night storm in Bohumín took the roof of the house. *Karvinský a havířovský deník* [online]. August 7, 2012 [vis. September 10, 2012]. Available from: <http://karvinsky.denik.cz/nehody/120807-bourka.html>
- [14] LAHMER, K. and A. KHALFI, 2015. Is Algeria ready to integrate the knowledge based economy? *Journal of Applied Economic Science*, **X**(2), 195-206. ISSN 1843-6110.

Attachment no.5 Citation methods in the text of the FT elaborated by the student of the SU SBA

Basic principles:

All that is stated in the References in the wording of full bibliographic citations, must be continuously cited in the text, and the student uses the abbreviated citation method (the Harvard citation system), i.e. the surname of the author or authors (year of publication, in the case of direct or indirect citations the page or the range of pages, is stated).

Examples:

Novák (2010)

Novák (2010, p. 125)

Novák (2010, pp. 125-127)

The taken text can be cited in the following forms:

- a) **Direct citation** - the text is taken literally from the original work and is in quotation marks.
- b) **Indirect citation (paraphrase)** - the text is interpreted from the original work in own words, without changing the meaning of the text.
- c) **Citation for the entire work** - only given if the author refers to the whole original work.

Direct citation

In the case of direct citation, when the text is taken literally, the reference to the work includes the following:

- author's surname
- year of publication
- the page or range of pages from which the text was taken
- the quoted text itself is in italics and is enclosed in quotation marks.

If the surname of the creator of the cited information source naturally becomes part of the text, then the reference is given as follows:

The surname of the author or authors (year of publication, page or range of pages)

If the reference to the surname of the author of the cited literature is not a natural part of the text, then the reference to the cited source is given in round brackets after the quoted text in this form:

(Surname of the author or authors, year of publication, page or range of pages)

Examples:

Novák (2010, p. 26) states that *"the main drivers of the financial crisis were the US real estate price bubble, the lack of regulation of financial market supervision and the failure of credit rating agencies."*

According to Pokorný and Polák (2007, p. 29), *"the most significant risk for the Chinese economy for the next decade is the possibility of a sharp rise in inflation."*

"The economic recession is usually accompanied by a decline in economic performance and an increase in the unemployment rate." (Novotný 2009, p. 297).

Indirect citation

In the case of indirect citation or paraphrase, where the text of the original work is interpreted in own words, but without changing the meaning of the text, the reference to the work contains the following particulars:

- author's surname
- year of publication
- page or the range of pages from which the text was taken

If the surname of the creator of the cited information source naturally becomes part of the text, then the reference is made in this form:

Surname of the author or authors (year of publication, page or range of pages)

Where the reference to the surname of the author of the cited literature is not a natural part of the text, the reference to the cited source shall be given in aggregate in round brackets after the cited text in the following form:

(Surname of the author or authors, year of publication, page or range of pages)

Examples:

As stated by Vančurová (2010, p. 96), the entry price is the value from which the assets are depreciated.

Significant factors of the economic recession in the Czech Republic included lower economic activity of companies due to the fall in exports and also insufficient household consumption (Novák 2010, pp. 25-70).

Citation for the whole work

When referring to an entire source that deals with a particular issue, not a specific idea on the page or range of pages, the reference to the work contains these elements:

- author's surname
- year of publication

Examples:

The theory of macroeconomic shocks is described by Novotný (2009) in his article.

The most important contemporary textbook on marketing management is considered to be the textbook by Kotler and Keller (2013).

Additional citation principles in the text

In the case of a work with four or more authors, only the first author is mentioned in the text and is followed by "et al." In the References, it is necessary to list all authors according to the citation standard.

Examples:

Janáček et al. (2004) believe that the socialist economy showed a slowdown in the 1980s.

If the cited work does not have a particular author and has been published by a particular institution, then we cite as in the case of direct citation, indirect citation or reference to the whole work, with the difference that instead of the author's surname we state the abbreviation of the institution.

Examples:

According to an OECD study (2010, p. 27), the Czech economy belongs to the export-oriented economies.

"The key indicator of the labour market, i.e. the share of unemployed people in the Czech Republic, has dropped dramatically to 2.8% in the last two years." (MPSV, 2014, p. 12)

If we want to refer in the text to an electronic source where the author and the title cannot be identified, i.e. it is not a book, an article in a journal or the proceedings, a working paper, an annual report or a study, then it can be quoted in a footnote along with stating the placement of this online information source and the date of its download. In this case, it is not necessary to refer to the source again in the References. Typically, this kind of quotation refers to information from institutions website in html format.

Examples:

The Parliament also gives its consent to some important decisions, among which the accession of new countries to the EU is ranked².

This year firms have spent 10 billion crowns from the Operational Program Enterprise and Innovation (OPPI). In total, the Ministry of Industry and Trade (MIT) supported Czech, especially small and medium-sized enterprises, with the amount of 36 billion crowns³.

Karviná is a town with more than 58,000 inhabitants located 18 km east of Ostrava on the northern edge of the foothills of the Beskydy Mountains in the valley of the Olše River. Part of the northern border of Karviná is at the same time the border with Poland⁴.

Objects in the text

Table or figure objects can be pasted into the FT, which should suitably complement the text. Graph, diagram, chart, etc. are a type of figure, so they are commonly referred to as "figure". Both tables and figures are centred in the text. The font size and colour scheme of the tables or figures are not strictly given, so your creativity is possible. Above all, it is important to remember that, first of all, tables or figures should be readable and clear.

The reference to the source from which the table or figure was taken or from which the data was downloaded and from which the table or figure originated, contains the same particulars as in the previous cases, i.e.:

- author's surname or institution abbreviation
- year of publication
- page or range of pages
- in the case of an electronic source, the particulars of this type of source must also be stated.

Harvard-style citations are listed below the table or figure and centred on the page (font size 10). As a rule, all tables and figures must be referenced in the text at the same time. Otherwise, they shall be included in the Annexes.

² Web portal of the European Union [online] [vis. September 10, 2012]. Available from http://europa.eu/about-eu/institutions-bodies/european-parliament/index_cs.htm

³ Web portal Businessinfo [online] [vis. August 16, 2012]. Available from <http://www.businessinfo.cz/cs/clanky/firmy-uz-letos-vycerpaly-deset-miliard-korun-z-oppi-21644.html>

⁴ Web portal of the town of Karviná [online] [vis. August 11, 2012]. Available from http://www.karvina.cz/portal/page/portal/uvodni_stranka/mesto_karvina

Example:

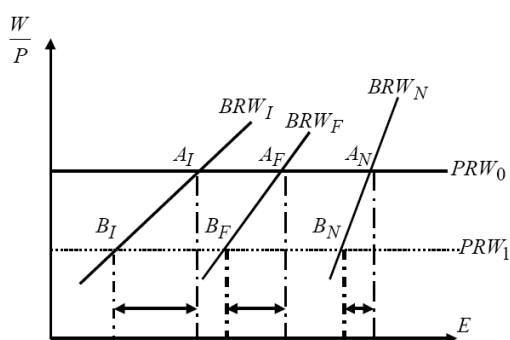
Table no. 1: Association according to one's reasons, focus and goals

Country	The signature of the European Agreement	The entry of the Agreement into force
Bulgaria	March 1993	February 1995
Czechia	October 1993	February 1995
Estonia	June 1995	February 1998
Lithuania	June 1995	February 1998
Poland	December 1991	February 1994

Source: Fiala and Pitrová (2003, p. 153)

Example:

Figure no. 1: Graphical representation of types of wage bargaining



Source: Aidt and Tzannatos (2001, p. 14)

When modifying a table or figure from the original version or when creating it as a new one based on the data taken, we shall supplement the quotation with "custom adjustment" or "own calculations".

Example:

Figure no. 2: Total number of students at universities in Czechia (2001 - 2016)



Source: Web portal MŠMT [online] [vis. September 10, 2017]. Available from http://dsia.uiv.cz/vystupy/vu_vs.html; own calculations

Citation source	Citation of the source in text	Full citation of the source in the References
Book, 1 author	Jones (2001, p. 97)	JONES, R. J., 2001. <i>The politics and economics of the European Union: an introductory text</i> . 2nd ed. Cheltenham: Edward Elgar Publishing. ISBN 1-84064-110-X.
Book, 2 authors	Jacobsen and Skilman (2004, p. 112)	JACOBSEN, J. P. and G. L. SKILMAN, 2004. <i>Labour markets and employment relationships: A comprehensive approach</i> . Malden: Blackwell Pub. ISBN 06-312-0836-4.
Book, 3 authors	Václavíková, Kolibová and Kubicová (2009, pp. 123-125)	VÁCLAVÍKOVÁ, A., H. KOLIBOVÁ and A. KUBICOVÁ, 2009. <i>Labour market and employment policy issues</i> . Opava: Optys. ISBN 978-80-85819-76-2.
Book, 4 and more authors	Hindls et al. (2007, p. 227)	HINDLS, R., S. HRONOVA, J. SEGER and J. FISCHER, 2007. <i>Statistics for Economists</i> . 8 th ed. Prague: Professional Publishing. ISBN 978-80-86946-43-6.
Book available online	Slaný (2011, p. 286)	SLANY, A., 2011. <i>Factors of competitiveness: (comparison of V-4 countries)</i> [online]. Brno: Masarykova univerzita [vis. August 3, 2012]. Available from: http://is.muni.cz/do/econ/soubory/oddeleni/centrum/factory_konkurenceschopnosti.pdf
Chapter in a book with unambiguous authorship	Krpálek (2010, p. 37)	KRPÁLEK, O., 2010. Evaluation of the Economic Performance of the Czech Republic. In: P. NOVOSAD, ed. <i>Czech economy and its competitiveness</i> . Prague: Ekonomické vydavatelství, pp. 27-56. ISBN 978-80-216-1234-0.
Article in the proceedings without an editor	Soukup (2009, p. 365)	SOUKUP, P., 2009. Recession on the Real Estate Market in the Czech Republic. In: <i>Proceedings II. International scientific conferences of doctoral students and young scientists</i> . Karviná: SU OPF, pp. 364-372. ISBN 978-80-7248-553-6.
Article in the proceedings with an editor	Novotný (2017, p. 33)	NOVOTNÝ, O., 2017. Evaluation of the economic performance of the Czech Republic. In: P. KOTLÁN, ed. <i>Proceedings of international conference Czech Economy</i> . Prague: VŠE, pp. 27-34. ISBN 978-80-2169-234-0.
Article in the proceedings with two editors	Dlouhý (2012, p. 115)	DLOUHÝ, M., 2012. Efficiency and resource allocation within a hierarchical organization. In: J. RAMÍK and D. STAVÁREK, eds. <i>Proceedings of the 30th International Conference Mathematical Methods in Economics</i> . Karviná: Silesian University in Opava, pp. 112-116. ISBN 978-80-7248-779-0.
Article in a scientific/professional journal in printed form	Klusoň (1999, p. 800)	KLUSOŇ, V., 1999. Ownership Dimension of Social Responsibility. <i>Political Economy</i> , 47(6), 797-810. ISSN 0032-3233.
Article in a scientific/professional journal online	David (2012, p. 99)	DAVID, M., 2012. Economic Growth and Risk. <i>Journal of Social Sciences</i> [online]. 28(1), 92-100 [vis. August 3, 2012]. ISSN 1450-2267. Available from: http://www.europeanjournalofsocialsciences.com/ISSUES/EJSS_28_1_10.pdf
Article in daily press	Gorgol (2012)	GORGOL, D., 2012. The night storm in Bohumín took the roof of the house. <i>Karviná and Havířovský deník</i> [online]. August 7, 2012 [vis. September 10, 2012]. Available from: http://karvinsky.denik.cz/nehody/120807-bourka.html
Working paper available online	Basl and Pour (2006, p. 5)	BASL, J. and J. POUR, 2006. <i>Quality of business informatics in the context of information society</i> [online]. Working paper CES VŠEM No. 10/2006. Prague: VŠEM [vis. August 3, 2012]. Available from: http://www.vsem.cz/data/data/ces-soubory/working-paper/gf_WPNo1306.pdf
A source with assigned DOI	Swinnen and Rozelle (2006, p. 26)	SWINNEN, J. M. and S. ROZELLE, 2006. <i>From Marx and Mao to the Market</i> [online]. Oxford: University Press [vis. August 3, 2012]. Available from: doi: 10.1093/01992888917.001.0001

Citing legislative documents

This recommendation is based on the Government Legislative Rules (hereinafter GLR), which were approved by Government Resolution No. 188 of 19 March 1998, as amended by Government Resolution of and dated by Government Resolution No. 534 of 21 August 1998, Government Resolution No. 660 of 28 June 1999, Government Resolution No. 596 of 14 June 2000, Government Resolution No. 1298 of 18 December 2000, Government Resolution No. 640 of 19 June 2002, Government Resolution No. 506 of 26 May 2004, Government Resolution No. 1072 of 3 November 2004, Government Resolution No. 1304 of 12 October 2005, Government Resolution No. 816 of 18 July 2007, Government Resolution No. 36 of 11 January 2010, Government Resolution No. 820 of 14 November 2012, Government Resolution No. 1050 of 15 December 2014, Government Resolution No. 75 of 3 February 2016 and Government Resolution No. 47 of 17 January 2018.

A) Full citation of legislation in the text

When citing the source for the first time, a full citation of a law is given (see Article 61 GLR) and the citation contains the data in the following order:

- indication of the type of legislation
- serial number (under which it was published in the Collection of Laws)
- year of publication
- abbreviation „Coll.“
- name of the legislation
- if another text follows the title of the legislation, it is separated by a comma.

Example: Act No. 1/1991 Coll., on Employment

The authority that issued the law or other legislative document is not cited in the citation (see Art.61 (2) of the GLR). We always cite the current wording of the current state of the legislation at the time of drafting the document and citation including the appropriate amendments (see Article 65 (2) of the GLR). If a regulation has been amended once, the following citation shall be appended to the full citation of the legal document in the form: "as amended" and abbreviated bibliographic citation of the amending regulation. If the legislation has been amended several times, it is sufficient to state "as subsequently amended".

Example: Act No. 128/2000 Sb., on Municipalities (municipal establishment), as subsequently amended

Generally known legal regulations such as the “Civil Code”, “Labour Code”, etc. can only be cited verbally in a fixed word form without any other information specified under A).

Example: Civil Code

B) Abbreviated citation of legislation in the text

The abbreviated citation can be stated only if the given regulation has already been cited in the text by a complete citation under A). The abbreviated form of the citation is given in the form:

- indication of the type of legislation
- serial number (under which it was published in the Collection of Laws)
- year of publication
- abbreviation „Coll.“

Example: Act No. 1/1991 Coll.

The abbreviated form of the citation may also have a word form.

Example: Employment Act

C) Full citation of foreign legislation and international treaties in the text

The citation of foreign legislation cannot be used except for the citation of the European Union (EU) regulations published in the Official Journal of the European Union. International treaties can only be cited if they have been published in the Collection of Laws, in the Collection of International Treaties or published in the Official Journal of the European Union. Prior to the Lisbon Treaty, i.e. before 2010, regulations were issued within the European Community (EC).

The complete bibliographic citation of EU legislation is given in the form:

- type of legislation (regulation, directive, decision),
- the body that issued the legislation,
- year of publication,
- serial number,
- Community / Union abbreviation,
- date of publication,
- title.

An exception is the EU regulations, where the year of publication appears after the serial number.

Example: Commission Regulation (EC) No 3223/94 of 21 December 1994 on detailed rules for the application of the import arrangements for fruit and vegetables

Example: Directive 2016/2102/EU of the European Parliament and of the Council of 26 October 2016 on the accessibility of public sector entities' websites and mobile applications

D) An abbreviated bibliographic citation of EU legislation is given in the form:

- type of legislation,
- year of publication,
- serial number,
- Community / Union abbreviation.

An exception is the EU regulations, where the year of publication appears after the serial number.

Example: Regulation No 3223/94/EC

Example: Directive 2016/2102/EU

E) Bibliographic citation of legal documents in the References

The complete bibliographic citation of the regulation (under A) shall be accompanied by a bibliographic citation of the source from which the text of the regulation was drawn.

Examples:

Act No. 121/2000 Coll., On Copyright, on Rights Related to Copyright and on Amendment to Certain Acts (Copyright Act). In: *Collection of Laws: Czech Republic*. Prague: Ministry of the Interior, 2000, Volume 36, pp. 1658–1685. ISSN 1211-1244.

Act No. 513/1991 Coll., Commercial Code, as subsequently amended. In: *ASPI* [Legal Information System]. Wolters Kluwer CZ [vis. April 15, 2013].

Commission Regulation (EU) No 1255/2012 of 11 December 2012 amending Regulation (EC) No 1126/2008 adopting certain international accounting standards in accordance with Regulation (EC) No 1606/2002 of the European Parliament and of the Council as regards International Accounting Standard 12, International Financial Reporting Standard 1 and 13, and Interpretation 20 of the International Financial Reporting Interpretations Committee. In: *Official Journal*. L 360, 29. 12. 2012, pp. 78-144.

Directive 2009/24/EC of the European Parliament and of the Council of 23 April 2009 on the legal protection of computer programs [online]. In: *EUR-Lex* [Legal Information System]. Publications Office of the European Union [vis. April 15, 2013]. Available from: <http://eur-lex.europa.eu>

Type of legislative standard	Citation in the text at first use	Abbreviated citation in the text the next time it is used	Verbal citations for further use in the text	Full citation in the list of legislative documents
Law cited from the Collection of Laws	Act No. 106/1999 Coll. of 11 May 1999 on free access to information	Act No. 106/1999 Coll.	Act on free access to information	Act No. 106/1999 Coll. of 11 May 1999 on free access to information. In: <i>Collection of Laws of the Czech Republic</i> . 1999, Volume 39, pp. 2578-2582. ISSN 1211-1244.
Law available in electronic database	Act No. 513/1991 Coll., Commercial Code, as subsequently amended	Act No. 513/1991 Coll.	Commercial Code	Act No. 513/1991 Coll., Commercial Code, as subsequently amended. In: <i>ASPI [Legal Information System]</i> . Wolters Kluwer CZ [vis. April 15, 2013].
Regulation of the European Union / European Community cited in the Official Journal	Commission Regulation (EU) No 1255/2012 of 11 December 2012 amending Regulation (EC) No 1126/2008 adopting certain international accounting standards in accordance with Regulation (EC) No 1606/2002 of the European Parliament and of the Council as regards International Accounting Standard 12, International Financial Reporting Standard 1 and 13, and Interpretation 20 of the International Financial Reporting Interpretations Committee	Regulation No 1255/2012/EU	-----	Commission Regulation (EU) No 1255/2012 of 11 December 2012 amending Regulation (EC) No 1126/2008 adopting certain international accounting standards in accordance with Regulation (EC) No 1606/2002 of the European Parliament and of the Council as regards International Accounting Standard 12, International Financial Reporting Standard 1 and 13, and Interpretation 20 of the International Financial Reporting Interpretations Committee. In: <i>Official Journal</i> . L 360, 29. 12. 2012, pp. 78—144.
Regulation of the European Union / European Community cited from EURLEX	Directive 2009/24/EC of the European Parliament and of the Council of 23 April 2009 on the legal protection of computer programs	Directive 2009/24/EC	-----	Directive 2009/24/EC of the European Parliament and of the Council of 23 April 2009 on the legal protection of computer programs [online]. In: <i>EUR-Lex [Legal Information System]</i> . Publications Office of the European Union [vis. April 15, 2013]. Available from: http://eur-lex.europa.eu

Attachment no. 6 Application form for the defence of the DT

Application form for the defence of the Dissertation thesis

Study programme: Economics and Management

Field of study: Business Economics and Management

Form of study:

Name, Surname, degree:

UČO:

Date of birth:

Address:

Email:

Telephone:

Topic of the Dissertation thesis:

Supervisor:

State doctoral exam taken on:

I am applying for the defence of the Dissertation thesis.

Date:

Student's signature

Supervisor's statement:

Date:

Supervisor's signature

Statement of the Vice-Dean for Science and Research:

Date:

Signature of the Vice-Dean for Science and
Research

Attachments:

CV

Overview of publication activity

Research proposals (15 copies)

Part of the university:	School of Business Administration in Karviná
Designation:	Dean's Instruction
Number:	02/2020
Name of the standard:	Editing, Publishing and Storing Final Theses
Approved by:	Prof. Ing. Daniel Stavárek, Ph.D.
Derogation:	Dean's Decree No. 7/2018 Editing, Publishing and Storing Research Theses
Valid from:	30. 3. 2020
Effective from:	30. 3. 2020
Date of publication:	30. 3. 2020
Published by:	Dean of the SU SBA
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Collaborated by:	Ing. Andrea Valentíny
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