

Formal editing of the rigorous thesis

Cover of the book contains

Charles University
Hussite Theological Faculty

Rigorous thesis

Year

First name, family name

The title page contains:

Charles University
Hussite Theological Faculty

Rigorous thesis

Title of the rigorous thesis

Year

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The participant of the rigorosum procedure submits the rigorosum thesis in electronic form. The thesis shall be sent in "doc" and "pdf" format to the Department of Science, Doctoral Studies and International Relations. The department's clerk confirms the receipt of the electronic form of the thesis and enters the thesis into the electronic system of Charles University. The candidate should indicate the type and title of the work, his/her name, faculty and year of submission.

Graphic design

1. **The thesis** is written on white A4 paper, one side at a time, with a footer font (e.g. Times New Roman). For data in tables and graphs, other fonts can be used, including sans serif fonts (e.g. Arial).
2. **Font size** is 12 pt for the main text, 9-11 pt for the notes, recommended line spacing is 1.5-1.8.
3. **Page margin adjustment:** top page margin 25 mm, bottom page margin 20 mm, left margin 35 mm, right margin 15 mm. The text is aligned on both edges (in a block).
4. **Pages are numbered at the bottom centre.**
5. The title page, acknowledgements, statement, annotation, table of contents, list of abbreviations are not numbered, but are counted in the page order.
6. **The chapters** start on a new sheet of paper, the chapter titles are given on separate lines in font size 16, in bold, can be in capital letters and are not followed by a full stop.
7. **Subchapters** are written in font size 14, in bold and in lower case.
8. **The numbering of chapters** is based on decimal division:
 1. Chapter title
 - 1.1 Section
 - 1.1.1 subsection
9. **The new paragraph** is separated by indenting the first line. If abbreviations are used in the text, these abbreviations must be explained at the first reference to the abbreviations (in parentheses or by footnote - if the explanation of the term or abbreviation is more complex). At the same time, a list of abbreviations must be appended after the table of contents.
10. **The headings of tables, figures and diagrams**, including their numbering, are given above them in the same font size as the text of the thesis and below the graphical representation the source is given in italics and in a font size smaller than the main text.

Uniform graphic design must be maintained throughout the text.

The structure of work

1. The cover page is followed by a thank you to the consultant (if the applicant has a designated consultant)
2. The acknowledgement must be followed by a statement that the applicant has produced a thesis independently and using the literature cited, the declaration must not be followed by a signature.

For example:

"I declare that I have written this rigorous thesis entitled..... independently and exclusively using the cited sources, literature and other professional sources.

In ...on... signature

3. After the statement we include annotations and keywords in English. In a maximum of 10 English sentences, the applicant summarises the content, methods and objectives of his/her work. In a maximum of 10 English keywords, candidates characterise the themes and genres of their work.
4. The annotations are followed by the content. It is clearly structured in accordance with the structure of the text itself. A maximum of 3 levels of chapter divisions are recommended.
5. The table of contents is followed by a list of abbreviations. If any abbreviations (of journals, texts, etc.) are used in the thesis, it is necessary to attach a list of abbreviations and to list the full titles. Abbreviations of biblical books are used exclusively according to the [Bible Book Abbreviations \(logos.com\)](http://logos.com)
6. The table of contents is followed by a list of abbreviations. If any abbreviations (of journals, texts, etc.) are used in the thesis, it is necessary to attach a list of abbreviations and to list the full titles.

The thesis is usually divided into the following parts depending on the type of topic addressed:

- introduction, text, conclusion, any appendices or
- introduction, literature review, exact (questionnaire, survey) part (hypotheses, methodology, set of respondents, results), conclusion and discussion, annexes if necessary.

The list of references used at the end of the thesis must be compiled according to ISO 690 rules. We recommend dividing the list as follows:

- a) sources
- b) the secondary literature
- c) used encyclopaedias and dictionaries
- d) electronic documents or parts thereof

Bibliographic data are listed alphabetically.

Attachments are either

- directly for specific text on a normally numbered page or
- at the very end of the work and refer to the appropriate appendix number in the text.

The list of appendices is at the end of the paper after the **List of sources used**.... Includes number of the appendix and the page number on which the appendix is located.

Resumé in English - "Summary".

Structure:

1. Title of the thesis in Czech aligned in the middle
2. Title of the thesis in English aligned to the centre
3. Author of the thesis centered
4. Self-contained summary aligned in a block