

Twenty Guidelines for Finalizing a Project Report, Bachelor's or Master's Thesis

During the finalization phase of a student report (thesis), it is advisable to perform a final review. To effectively manage this task, the following twenty questions can be helpful, all of which should be answered with a confident **YES**. If any answer is negative, **NO**, it is necessary to reconsider that aspect.

- ① Are the initial pages of the thesis identical to those generated from IS-STAG (title page, assignment, declaration; applicable for Bachelor's and Master's theses)?
- ② Do I have the correct title page?
 - (a) Is the university/faculty name correct?
 - (b) Are the names of the supervisor and consultant correct, including all academic titles?
 - (c) Is the page without a page number?
- ③ Is the original assignment with signatures included in the printed thesis?
- ④ Is the declaration signed and dated?
 - (a) Is this declaration identical to the version stated in the updated TUL rector's directive No. 5/2018?
- ⑤ Do I express gratitude to someone?
 - (a) Does the acknowledgment page have a page number?
- ⑥ Do I have an abstract written?
 - (a) Are keywords included?
 - (b) Is a page number included?
- ⑦ Did I write an abstract?

- (a) Are keywords presented?
 - (b) Is the page number written?
- ⑧ Is the table of contents generated automatically?
 - (a) Is the heading *Table of Contents* unnumbered?
 - (b) Is the heading *Table of Contents* at the highest level?
 - (c) Does the table of contents start on a new page?
 - (d) Does the table of contents clearly reflect the structure of the thesis?
 - (e) Do the items in the table of contents have corresponding page numbers?
 - (f) Are headings limited to a maximum of three levels?
 - (g) Is the structure of the thesis balanced – the ratio of research to original work is at most 1:1 (preferably 1:x, where $x > 1$)?
- ⑨ Do I use abbreviations and symbols in my thesis?
 - (a) Is a list of abbreviations and symbols included?
- ⑩ Have I written the *Introduction* of the thesis?
 - (a) Does it summarize the thesis assignment and motivation?
 - (b) Does it outline the thesis structure?
 - (c) Is the text original (not repeating the abstract)?
 - (d) Are the thesis results presented only in the conclusion?
- ⑪ Do I format headings correctly?
 - (a) Are different heading levels used?
 - (b) Is text emphasis achieved by size, style, or boldness?
 - (c) Are headings free from underlining?
 - (d) Are all headings linked to the following text (avoiding typographical *widows*)?

- ⑫ Do I use images / tables / source codes in the thesis?
- (a) Are there proper captions **below** images / source codes and **above** tables, including numbering?
 - (b) Are captions unique (not repeated)?
 - (c) Are citations included for borrowed images / tables / source codes?
 - (d) Are images/tables readable and in the same language as the surrounding text?
 - (e) Are cross-references to images / tables / source codes used in the text?

- ⑬ Do I use mathematical expressions?

- (a) Do I use the correct multiplication symbol „ \cdot “ instead of a dot „ \cdot “?
- (b) Are the symbols „ \times “, „ \ast “, and „ \cdot “ distinguished correctly?
- (c) Are equations numbered and cross-referenced in the text?

- ⑭ Have I written the *Conclusion* of the thesis?

- (a) Does the conclusion discuss alignment between the assignment and results?

- ⑮ Do I have a *References* section?

- (a) Is the heading *References* unnumbered?
- (b) Is there a table of contents entry for *References*?
- (c) Are citations formatted according to ČSN ISO 690?
- (d) Are all cited sources actually used?
- (e) Are all used sources properly cited?

- ⑯ Are appendices included?

- (a) Are appendix titles included in the table of contents?

- ⑰ Do I use proper quotation marks “text” instead of "text"?

- ⑱ Are line or page breaks appropriate (no single-character words (prepositions, conjunctions) at the end of lines, no *widows* at the end of pages, and no *orphans* at the beginning of pages)?

- ⑲ Has anyone besides me read the thesis?

- ⑳ Does the printed version of the thesis match the PDF/A version submitted to IS-STAG (The PDF version must not contain signatures! This means the PDF includes an unsigned assignment and an unsigned declaration.)?

When facing difficulties with writing, it is advisable to use the following sources of information

- [1] In 2024, FM TUL published a revised textbook: *Guidelines for Writing a Bachelor's or Master's Thesis*. by Z. Plíva, J. Drábková, J. Koprnický, and L. Petržílka, which is available at: <https://publi.cz/download/publication/4874?online=1>.
- [2] Proper citation requires knowledge of the ČSN ISO 690 standard, which, according to TUL Rector's Directive No. 5/2018 (updated in 2022), must be used when preparing theses at TUL. Rules and examples can be found on the websites of many libraries, including the TUL library: <https://etul.publi.cz/en/book/2762-citation-guidelines>. Additionally, a citation generator is available on the website of Citace project dedicated to bibliographic citations: <https://www.citacepro.com>, which TUL academic community members can access for free in the PRO version.
- [3] Proper use of the English language is not a trivial task. At TUL, you can be led by using textbook *Spoken and Written Academic Discourse* from the year 2012 by authors Hughes et al. Many online encyclopedias exist, and advanced AI assistants have also become helpful in this area.