

MTF MANAGEMENT

Guidelines for writing and formatting final theses in STU MTF

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Preamble

Below are the binding regulations for the submitted Guidelines for writing and formatting the final theses in STU MTF:

1. Requirements for final theses in STU; (www.stuba.sk – Information for students – Legislation – Central Register – Requirements for final theses in STU; the webpage provides a detail procedure of submitting FT)
2. STU Code of Studies in Bratislava.

Article 1

Basic provisions

- 1) The aim of the Guidelines is to specify the procedure of:
 - a) assigning the topics and structuring the final theses (hereinafter FT) within the bachelor, master and doctoral studies,
 - b) uploading FT into the Central Register of final theses of the Ministry of Education (the CRFT) in the Academic Information System (AIS)
 - c) evaluating the Originality Checking Protocol obtained from CRFT and the process of FT defence.
- 2) The Originality Checking of FT prior to its defence is obligatory for each degree of university education and is not subject to the consent of the author.

Article 2

Assigning a topic

- 1) Assignment of FT is announced via AIS in compliance with the study programme curriculum and schedule of the academic year, following the consent of the head of the workplace where the study programme is accomplished. Simultaneously announced are the way and deadlines for registration of students; the topic of FT may be announced in a foreign language as well.
- 2) Student of the bachelor and master studies registers for the topic of FT at the supervisor of FT.
Student of doctoral studies selects the FT topic at submitting the application for doctoral studies.

3) Specified assignment of FT is a document which indicates the STU MTF student's obligations regarding the elaboration of FT. Its structure is generally as follows:

- a) registration number of FT,
- b) type of FT regarding the degree of university education),
- c) title of FT and, if used, subtitle of FT,
- d) name, surname and title of student,
- e) name, surname and titles of supervisor of FT,
- f) in case of external supervisor, name, surname and titles of consultant,
- g) training workplace,
- h) name, surname and titles of the head of training centre,
- i) specification of FT topic,
- j) date of assignment,
- k) date of submission,
- l) signatures of author, head of training centre and guarantor of the study programme.

4) Structure of FT:

- a) Introductory part,
- b) Main body,
- c) If necessary, FT comprises numbered appendices.

5) Parts of FT:

- a) cover,
- b) title page,
- c) assignment of FT,
- d) acknowledgement (optional),
- e) abstract in the Slovak language,
- f) abstract in English language,
- g) contents,
- h) list of appendices,
- i) list of symbols and abbreviations (if necessary),
- j) list of illustrations and list of tables (optional),
- k) glossary (optional),

6) Cover of FT contains the following basic information on the thesis:

- a) Name of university,
- b) Name of faculty where the student is enrolled in the study programme,
- c) Title of FT and, if used, subtitle of FT,

- d) Type of FT regarding the degree of university education,
- e) name, surname and titles of author of FT,
- f) reference No. of FT,
- g) year of issue of FT.

7) Title page of FT contains the following information:

- a) Name of university,
- b) Name of faculty where the student is enrolled in study programme,
- c) Title of FT and, if used, subtitle,
- d) Type of FT regarding the degree of university education,
- e) name, surname and title of the author of FT,
- f) registration No. of FT,
- g) study programme,
- h) number and name of the study field,
- i) name, surname and titles of supervisor,
- j) name, surname and titles of consultant (if appointed),
- k) training workplace,
- l) place and year of the FT issue.

8) Abstract contains the information on the thesis aim, its brief contents, elaborated assignment of FT, its results and contribution of the whole thesis. Abstract comprises 3 - 5 key words. Abstract is written as a single paragraph generally containing 100 - 500 words.

9) Abstract translated to English.

10) Main body of FT consists of (**structure of individual parts of FT in STU MTF is specified in Article 5**) :

- a) introduction,
- b) core,
- c) conclusion,
- d) summary (compulsory only if FT is written in English language),
- e) list of references according to STN ISO 690:1998. Dokumentácia – Bibliografické odkazy – Obsah, forma a štruktúra (Documentation – Bibliographic data – Content, form and structure).

11) In the introduction, the Author briefly and concisely characterises the state of knowledge or practice in the field related to FT, and explains the importance of the research.

- 12)** Structuring of the main body is determined by the type of thesis. In scientific theses, it is generally as follows (**structure of individual parts of FT in STU MTF is specified in Article 5**):
- a) Current state of the subject at home and abroad,
 - b) Main aim of thesis,
 - c) Methodology of thesis and research methods used,
 - d) Results of research,
 - e) Discussion on results.
- 13)** The part Current state of the subject provides the available information and knowledge in the field. The sources comprise the currently published contributions of domestic and foreign authors
- 14)** The part Main aim of thesis clearly, concisely and exactly characterises the subject of research. It also contains partial objectives conditioning the achievement of the main aim.
- 15)** The part Methodology of thesis and research methods generally comprises:
- a) Characteristics of the research subject,
 - b) Work procedure,
 - c) Data sources of and the ways of data acquisition,
 - d) Methods of the data evaluation and interpretation of results.
- 16)** Results (author's attitudes and solutions to related problems) attained by Author must be logically arranged, described and evaluated. They are simultaneously interpreted and confronted with the results of other authors. Where appropriate, results and discussion on results can form a separate part of FT.
- 17)** Conclusion summarises the attained results in relation to the aim determined.
- 18)** If written in a foreign language, FT must contain summary in the Slovak language, generally 10% of the FT scope.
- 19)** References contain a complete list of bibliographic data. The scope of this section is determined by the amount of the sources that must correspond to the citations used in the text.
- 20)** AIS provides a template of the cover and title page in the text format for writing a FT with the above-mentioned structure.

Article 3

Originality checking of the final thesis

and availability of FT

- 1)** FT is checked for originality at uploading the FT into CRFT. Student is required to:
 - a) Submit FT in both print and electronic versions. Student bears responsibility for conformity of content in both versions of FT (binding instructions are regulated by Article 7).
 - b) Upload the electronic version of FT into AIS no later than determined by the deadline for the FT submission in the schedule of the academic year.
 - c) After uploading FT into AIS, fill in the document generated by AIS on access to thesis (Licence Agreement - Appendix No. 1, in case of Author's request for prolonging the delay period - Appendix No. 2).
- 2)** Author of FT signs the document in Appendix No. 1, or Appendix No. 2, to express his/her binding attitude towards publicising FT.
- 3)** Author submits the signed document on the FT available in two copies along with the hard copies of the FT (number of copies is specified by the training workplace) no later than the deadline specified for submission of FT in the schedule of the academic year in the training workplace.
- 4)** If Author requests for delay period of FT publication longer than 12 months (36 months maximum), he/she submits the request upon supervisor's consent to the Dean who will judge it.
- 5)** Students cannot conceal the whole FT; only a part of thesis can be exempted from the master file and placed into a special concealed appendix available only to thesis supervisor and reviewers; the concealed part is not transferred to CRFK. Visible text of the thesis must contain at least 500 words, otherwise it will not be processed on the CRFK portal and no Originality Checking Protocol will be elaborated for it.
- .6)** After 1 September 2011, the thesis is uploaded to CRFT along with evaluations (in pdf) elaborated by supervisor and reviewers. Unless the supervisor and reviewers sign the Licence Agreement providing the access to their evaluation on CRFT portal, their evaluations will be made unavailable.

Article 4

Assess to the Originality Checking Protocol

- 1)** Protocol on the Originality Checking (the Protocol) proves that FT underwent the originality checking in CRFT. Both Author and Supervisor are informed about its accessibility via AIS.

- 2) Supervisor of FT expresses his/her attitude to the Protocol in his/her evaluation, and delivers/presents it no later than in the course of the FT defence.
- 3) Protocol is attached to the Record of the State Examinations as a part of the materials for the FT defence.
- 4) Commission states the result of the originality checking in the Record of the State Examinations.

Article 5

Sections of final thesis in STU MTF

Final thesis is structured as follows: introductory part, main body, appendices and concluding part.

1) INTRODUCTION

Sections and their order in introductory part are regulated in compliance with Article 2, point 5 of the current Guidelines (cover, title page, assignment, acknowledgement, abstract in Slovak language and abstract in English).

2) MAIN BODY

Main body of the text (core) is structured to the chapters, sub-chapters, sections, paragraphs and sub-paragraphs. When structuring the text into chapters and sub-chapters, there must be two sub-chapters minimum. The main chapters generally comprise:

a) Introduction (applies to all types of theses)

In the introduction, Author briefly explains the topicality and importance of addressing the topic in theory and/or practice, highlights the reasons for its elaboration, defines and explains the aim or objectives (aim/objectives of research may form a separate chapter) and the procedure for its elaboration. This chapter is not paginated. It usually covers 1 to 3 pages.

b) Main body (bachelor and master theses according to letter A.; dissertation theses according to letter B.)

A. Structuring the main body of the bachelor and master theses in STU MTF:

Chapter 1 is generally devoted to theoretical knowledge in the field of research. Its purpose is to prepare theoretical basis for analytical and design parts of thesis. The source for elaboration is the current domestic and foreign literature.

Chapter 2 generally analyses the subject of research (specified in the assignment) and evaluation of analysis. Ratio of chapter 1 and chapter 2 usually represents 50% of the total scope of thesis.

Chapter 3 is mostly the design one, representing the research results, solutions to the problems, implementation procedure of the solution etc. Forming generally 30 to 40% of the total scope, it is usually the most important part of thesis.

Chapter 4 summarises the results of the design part in relation to the stated aims of thesis, evaluates the engineering and economic contribution as well as practical applications.

Main body of the bachelor and master theses, paragraphs c), d) and e) – see below.

B. Structuring the main body of dissertation thesis in STU MTF:

Chapter 1 describes the current state of the subject at home and abroad. Author collects and analyses the available information and concepts related to the topic published in the contributions of foreign and domestic Authors. This part represents approximately 30% of the total scope of thesis.

Chapter 2 is usually devoted to hypotheses and objectives of thesis. Author articulates scientific hypothesis/hypotheses and clearly, distinctly and precisely defines the aim of dissertation thesis. This part may contain partial objectives which determine the achievement of the main aim.

Chapter 3 is devoted to methodology of thesis and the methods used in the thesis, while characterising the research object, work procedures, way of collecting data and their sources, methods of valuation and interpretation of results, statistical methods etc.

Chapter 4 presents the results of thesis. Forming 30 to 40% of the total scope, it is the major part of thesis. Results attained by Author (own attitudes, original solutions to the problems, new approaches and procedures) must be logically arranged and appropriately interpreted.

The chapter may contain discussion where Author compares the results attained by him/her with the result attained by other Authors. (Discussion may form a special chapter).

Chapter 5 summarises the results regarding the determined objectives and assesses the main contribution for theory and practice. This part usually covers 3 to 5 pages.

Main body of dissertation thesis, paragraphs c), d) and e) – see below.

c) conclusion, (applies to all types of theses)

Author briefly summarises the significance of thesis, highlighting its contribution and topicality. It is not numbered, usually covering 1 to 2 pages.

d) summary, (applies to all types of theses)

If written in English language (see Art. 2, Sec.10, Par. d), final thesis it must contain summary in the Slovak language, generally representing 10% of the total scope of thesis. Summary is counted into the scope of thesis.

e) references, (applies to all types of theses)

The method of data entry in the list of references is regulated by the following standard:

STN ISO 690- 01 0197: 2012, *Informácie a dokumentácia. Návod na tvorbu bibliografických odkazov na informačné pramene a ich citovanie (Information and documentation. Guide for making and citing information sources)*

The above-mentioned standard replaces STN ISO 690 Standard of April 1998 and STN ISO 690-2 Standard of December 2001.

The new standard is effective since May 2012

In terms of STN ISO 690:2012 standard, we recommend to use the title **References**. List of references is not numbered as individual chapters in thesis. Reference is a standardised description of a cited document. **It provides information on the source or its part, enabling precise and detail identification and localisation of the source.**

General rules for making and citing references:

- reference must exactly identify the source so that it can be easily retrieved,
- method of citing must be consistent in the entire thesis,
- data is entered in the same way as in the source; other type faces are transliterated in Roman characters,
- sequence of the data in reference including punctuation is binding.

Reference must clearly identify document and contain the required parts of description. List of references is placed immediately behind the main body on a new page.

Citation - the reference in the text or other forms of content is an abbreviated denotation of the cited source (document) in the text of thesis according to any method of quoting. Citation serves to connect the aforementioned points with a record of the cited document. **Citation** is the verbatim text of the referenced document.

If used in compliance with the list of references, citations must contain sufficient information providing a precise link between citation and reference. There are several methods of citing; the chosen one must be consistently used in the entire thesis.

Methods of citing

1. System of name and date (Harvard system) – example:

Myšlienka neviditeľného deja bola vedecky skúmaná (Crane 1972). Jej absenciu medzi historikmi postrehol Stieg (1981). Je možné, že

References (in the end of the thesis) shall be entered as follows:

CRANE, D., 1972. *Invisible Colleges*. Chicago: University of Chicago Press.

STIEG, M. F., 1981. The information needs of historians. *College and Research Libraries*, **42**(6), pp. 549-560.

Notice:

- ③ If name is mentioned in the text, it does not have to be placed in parentheses (see Stieg)
- ③ References may be arranged in alphabetical order, but without numbering
- ③ In references, year is listed after the name of Author, not in the description of the source

2. Numerical system - example

Myšlienka neviditeľného deja bola vedecky skúmaná ²⁶. Jej absenciu medzi historikmi postrehol Stieg ¹³. Je možné, že

References in the end of thesis shall be entered as follows:

13. STIEG, M. F. The information needs of historians. *College and Research Libraries*, 1981, **42**(6), pp. 549-560.

26. CRANE, D. *Invisible Colleges*. Chicago: University of Chicago Press. 1972.

Notice:

- ③ Numerical index used in the text can be written in parentheses or as a upper index.
- ③ Publications in the list of references are not arranged alphabetically according to the name of author, but based on their first mention in the text, i.e. the publications used will be numbered from 1 up to, and then listed in the order of their occurrence in the text.
- ③ The above-mentioned example indicates that Stieg with the upper index 13 had been mentioned somewhere in the text.

3. The interim notes

Myšlienka neviditeľného deja bola vedecky skúmaná ³². Jej absenciu medzi historikmi postrehol Stieg ³³. Je možné, že, Crane povedal ³⁴.....

References in the end of thesis shall be recorded as follows:

32. CRANE, D. *Invisible Colleges*. Chicago: University of Chicago Press. 1972.
33. STIEG, M. F. The information needs of historians. *College and Research Libraries*, 1981, **42**(6), pp. 549-560.
34. CRANE, D. ref. 32.

Notice:

- ③ The text uses a numerical index that can be written in parentheses or as a upper index in the order of citing the source.
- ③ If cited several times, the reference will be mentioned in the list of bibliographic references as many times as having been cited (see two references to Crane: i.e. Crane as an Author was cited first in the order of 32, later in the order of 34)

It is recommended to use the method of name and year in FT in STU MTF

- models of individual records – see Appendix in the current Guidelines

3. APPENDICES

This part of Final Thesis is optional, i.e. if appendices are not necessary in the thesis, this part can be omitted. Appendices are not numbered and are not counted into the scope of thesis.

The appendices comprise the information better illustrating, clarifying and explaining the methods and techniques used in the main body of thesis:

- Documentation materials,
- Supplementary illustrations or tables
- Bibliography (unused relevant literature)
- Descriptions of equipment, artefacts, objects, computer programs etc.

Each appendix starts in a new page and is designated by a single letter (Appendix A, Appendix B, Appendix C, ...). Appendices are not counted into the scope of thesis. It is recommended that the appendices are of the same page orientation and the text height as the rest of the document. It is also recommended to sort appendices according to their types. Each appendix should show the source where the related material was acquired from.

4. CONCLUDING SECTION

This part contains special supplements that are neither numbered nor counted into the scope of thesis.

Special supplements comprise:

- affidavit (**obligatory**),
- registers (optional).

Affidavit

Affidavit is Author's declaration that he/she elaborated thesis individually.

Registers

Registers elaborated upon Author's consideration are optional in thesis. Items in registers can be arranged:

- alphabetically
- systematically
- chronologically, numerically, alphanumerically.

Each new register starts on a new page. The header should specify the name of the register.

Article 6

Formal characteristics of the final thesis

1. Form of thesis – thesis must be submitted in a paper form legible without special technical means, and in an electronic form.

2. Paper – use white opaque smooth A4 paper format (210 x 297 mm). Do not use colourful paper.

3. Print – we recommend writing on one side of paper sheet only in order to enable trouble-free reading and avoid binding-related risks.

4. Characters and font – selected font must be black, distinctive and well legible. Recommended standard font is Times New Roman. The optimum size for chapters is 12-point. Write title of the main chapter in 12-point upper-case bold, and subtitle in 12-point lower-case bold. Write special parts of thesis (notes, citations in the text, captions under figures etc.) in 10-point italics.

5. Language of thesis – thesis should be written in the Slovak language according to the Act No. 131/2002 of the Code, Sec. 5, Sub-sec. 3. If written in other language, thesis must meet the directive specified in Article 2, Sub-sec.10, Par. d.

6. Margins in thesis must be sufficient to bind the thesis and allow the following margins: lower margin: 2.5 cm, left margin: 3.5 cm, write margin: 2.0 cm. Text should not exceed the margins. The margins are not indicated by lines, i.e. the pages are not framed.

7. Standardised page – according to the current directives, standardised page is determined by the basic division of the total number of characters in the manuscript by 1800 characters including spaces.

8. Line spacing determines density of the text in a page simultaneously the scope of the entire document. Recommended line spacing for bachelor and master theses is 1.5. Spacing in special parts (bibliographical references, citations etc.) is single (1).

9. Scope of thesis – scope of thesis should be appropriate, corresponding to the content and purpose. Author should express his/her thoroughly selected ideas, opinions and research results in a compact streamlined way. When compared to social sciences, technical papers are generally shorter.

Appropriateness of thesis is usually assessed by supervisor or reviewer. To write a high-quality paper with adequate content, Author needs enough time for both writing and final formatting. In individual cases, supervisor may determine the scope of thesis.

Recommended scope of theses in STU MTF:

- Bachelor thesis 30 p. minimum and 50 p. maximum,
- Master thesis 60 p. minimum and 100 p. maximum,
- Doctoral thesis 80 p. minimum and 120 p. maximum.

Characters of the introductory and final parts are not counted into the thesis scope.

10. Numbering pages - pages are numbered in Arabic numerals. We recommend placing the page number at the bottom centre of the page. Pages in entire thesis are numbered in the same way and the same font as the text of the main body. The numbers should be essentially the same size as the text font or a size smaller. Spacing between the number of page and the text line should be 10-points min. The table below specifies the order and requirements for paginating the text. Pagination always starts with an odd number; the first page paginated will be numbered 7, starting with the content. In case of omitted acknowledgement, pagination starts with page 5, provided that abstracts in Slovak and English languages are in one page.

Pages not numbered	Pages consecutively numbered
INTRODUCTORY PART	
Cover page	
Title page	
Assignment	

Acknowledgement (optional)	
Abstract in Slovak language	
Abstract in English language	
	MAIN BODY
	Contents, list of appendices (obligatory) –p.7 or p. 5 (in case of omitted acknowledgement) abstracts must be in 1 page
	List of symbols and abbreviations, list of illustrations and tables, glossary (optional)
	Main body – introduction, individual chapters, conclusion.
	Summary in Slovak language (in case of thesis written in foreign language)
	References
APPENDICES AND CONCLUDING PART	
Appendices : documentation materials	
Special appendices: affidavit (obligatory) registers (optional)	

11. Numbering the chapters and their sections -

The numbering of sections, chapters, paragraphs and subparagraph shall be governed by ISO 2145 Documentation - Numbering divisions and subdivisions in written documents. The reason of numbering is to make the text reader-friendly, facilitate orientation in it, and allow precise referencing to certain facts or passages. Sections in the main body are numbered in basic Arabic numerals; the second and subsequent levels are separated by a dot. Appendices may be denoted by letters of alphabet.

The main body of FT (structured into introduction, main body consisting of individual chapters, and conclusion) shall be numbered consecutively beginning with number 1 for chapter 1, while not numbering the introduction. The number is repeated at the beginning of each section heading within the chapter. There is no dot after an individual number on the first level. Dot is placed between the numbers indicating individual levels.

12. Numbering the figures, tables and symbols in the main body are numbered consecutively using one method in the entire scope of thesis.

Illustrations - If Author of illustration is other than the Author of thesis, his/her name must be specified under the figure. The text should be comprehensible without context. It is not framed. Illustrations are placed immediately behind the text where being mentioned for the first time. It is not appropriate to use illustrations of a larger format than the format of thesis. If quoting illustration in the text, first write the full word Figure

or its abbreviation Fig. The selected method is then used consistently throughout the text, e.g. Figure 5, Fig. 5, Fig. C 1 - 2, etc.

Tables - Table in the main text should contain only the data related to the interpretation provided in the text. It must be placed immediately after the text where mentioned for the first time, and in the same page if possible. Each table must have an Arabic serial number and a caption placed above the table. Composite tables should be avoided. All tables should be of vertical orientation similarly to text.

Mathematical and physical units, chemical symbols and equations - Legal basic, secondary and ancillary units, their multiples and ancillary units must be used in compliance with STN ISO 31-0 (01 1301) Standard: Quantities and units: General principles. Mathematical formulas and calculations as well as physical and chemical formulas and calculations must be indented from the left margin and separated from the previous (upper) and the following text by a space. If short, formula may be located directly in the text and separated by spaces before and after it. If thesis comprises more equations and formulas, they must be numbered consecutively. Serial number is written in parentheses without spaces before and after the number, and integer in parentheses is aligned to the right. When exceeding one line, equation or formula should be divided before the sign of equality or signs of addition (plus), subtraction (minus), multiplication (times) and division (divided by). Numerator and denominator are separated by a line equal to the length of the two. If placing fraction in the standard text, the former can be reduced to one line while using a forward slash (/) instead of a line (-) or a negative index where appropriate.

Variables – Variables are denoted by the letters of the Latin or Greek alphabets. Symbols of quantities are printed in italics, regardless the type of font used in the context. The name of quantity does not mention unit. Symbols of measurement units are written using standard upright characters, similarly to the symbols of chemical elements, fitted with index/indices where necessary.

Other requirements

Notes must be reduced to a minimum. If really important, the explanations and reasons (justifications) must be specified in the thesis.

13. Denoting appendices - Appendices (supplementary illustrations or tables: graphs, diagrams, drafts, photographs, charts, maps, plans, etc.; special materials: drawings, special maps, original photographs, microfilms; bibliography; description of facilities, equipment, computer programs) form separate components of final theses. Appendices are indicated by

capital Latin characters written after the word Appendix (Appendix A, Appendix B, Appendix C). Appendices are denoted similarly to the numbering sections in the main text: the first level is denoted by an alphabetical character, next level by a serial number of the appendix followed by the title of appendix.

Article 7

Instructions for binding and number of copies of final thesis

1. **Cover, binding** – Final theses should be submitted in a cardboard binding with the text layout as specified in AIS.

2. **Number of copies** - The original which will serve as an archived copy of the final thesis and will be stored in the STU MTF Academic Library in Trnava should be made in a hardcover; the copies are submitted in coil binding. Cover colour is not specified; black carton is recommended, however. In case of coil binding, data should be printed on the carton cover on a separate page before the title page. Theses are submitted in 3 printed copies plus an electronic pdf copy. The electronic version must be identical with the printed version of thesis.

Article 8

Accessing and archiving theses

1. **Access** to final theses is regulated by Act No. 131/2002 Code on universities and amendment of certain Acts in the wording of Act No. 6/2011 Directive No. 233/2011 of the SR Ministry of Education, Science and Sport.

2. **The licence contracts** are archived in the student personal files in the **STU MTF** Division of Academic Activities.

3. **Archiving the final theses** – paper versions of final theses are stored in the Academic Library in terms of the Registry Agenda of STU Bratislava. Electronic versions of all final theses are stored in three sources:

- AIS,
- Electronic storage of the STU MTF Division of Communication and Information Systems (OKIS)
- Electronic medium of FT stored in the Academic Library.

Article 9

Final Provisions

Guidelines of elaboration, formatting and originality checking of final theses in STU MTF enters into force since the academic year 2011/2012.

In Trnava 07 February 2012

Appendix: Article 5, part 2e was amended by a new standard that entered into force since May 2012

Samples of citing individual types of documents

(Using the name and date method)

If citing a **monograph, textbook or workbook (as one unit)** – the reference is typed as follows:

MOLNÁR, Zdeněk. 1992. *Moderní metody řízení informačních systémů*. Praha: Grada. ISBN 80-85623-07-2

LINCZÉNYI, A., NOVÁKOVÁ, R. 2001. *Manažérstvo kvality*. Bratislava: STU. ISBN 80-2271586-7

MARTINKOVIČ, M., HUDÁKOVÁ, M., MORAVČÍK, R. 2001. *Náuka o materiáloch II : návody na cvičenia*. Bratislava: STU. ISBN 80-227-1599-9

Note:

Author must be entered as follows: SURNAME upper case comma space First name lower case dot.

Year dot.

***Title of publication* must be entered in italics dot.**

Place of edition colon space publisher's name dot.

ISBN of publication, if available, record is compulsory.

If citing a **part of monograph, textbook or a publication** – i.e. you used and cited only a certain part of the document (state exactly the scope you cited from):

LINCZÉNYI, A., NOVÁKOVÁ, R. 2001. Základné systémy kvality. In: *Manažérstvo kvality*. Bratislava: STU, pp. 156 – 157. ISBN 80-227-1586-7

Note:

Author must be entered as follows: SURNAME upper case comma space First name lower case dot.

Year dot.

Title of the cited part of publication.

Hyphen In colon space.

***Title of publication* (i.e. the entire publication, not only the part being cited) used (typed in italics) dot space.**

Place of issue colon space name of publisher comma space number of pages where the cited part was published.

If ISBN of publication is available, the record is obligatory.

If citing **a contribution from proceedings** – i.e. you used and cited only a certain part of the document (state exactly the scope you cited from):

BEHÚLOVÁ, Mária. 2001. Nucleation in the undercooled melts. In: *CO-MAT-TECH 2001*. Bratislava: STU, pp. 23 – 28. ISBN 80-227-9999-X

Note:

Author must be entered as follows: SURNAME upper case comma space First name lower case dot.

Year dot.

Title of the cited contribution dot.

Hyphen In colon space.

Title of Proceedings you used (typed in italics) dot space.

Place of issue colon name of publisher comma space scope of pages where the cited part was published.

If ISBN of publication is available, the record is obligatory.

If citing **an article from a journal**:

HRIVŇÁK, Ivan. 2002. Dvojfázové nehrdzavejúce ocele a ich zváranie. *Zváranie – Svařování*, 51(3-4), pp. 49 – 54. ISSN 0000-XXXX.

Note:

Author must be entered in the following order and format: SURNAME upper case comma space First name lower case dot.

Year dot.

Title of article dot.

Name of journal in italics comma.

No. of volume in bold no space parenthesis No. of journal in the given year parenthesis comma space pages where the article was published dot. ISSN of journal is obligatory.

If citing an **electronic document**

Words Without Borders: The online magazine for international literature. PEN American Center, ©2005 [cit. 2002-03-05]. Available on the Internet: <http://www.wordswithoutborders.org>

Notice: it is of highest importance to type the date when you found the source on the Internet in brackets, e.g. [cit. 2002-03-05]. Write the date when you cited the source.

Conclusion - The Standard illustrating the examples of citing graphical materials, maps, music sheets, norms, patents and various other kinds of publications is available in the Academic Library Self Access Centre, and in the STU MTF AlumniPress Publishing House, Division of Knowledge Management.