



# MANUAL

TO USE THE TEMPLATE FOR WRITING THE THESIS

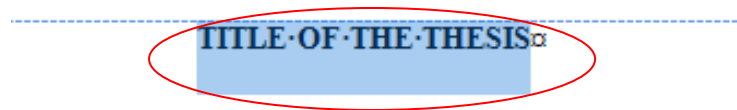
KOŠICE 2023  
UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY IN KOŠICE

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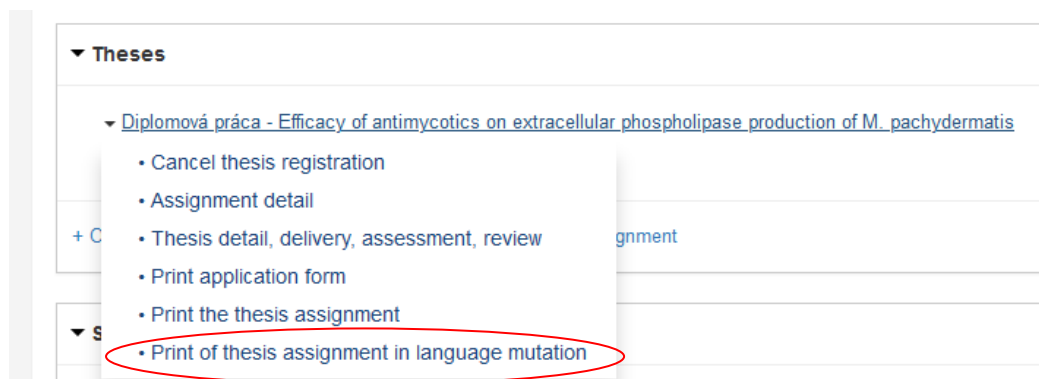
## 1 Filling in the title page

1. Type the title of the thesis by dragging the cursor over the text “TITLE OF THE THESIS” and rewriting it. Write the title in capital letters.
2. Study programme and Study branch are already pre-typed, write the name of training workplace, i.e. name of the department and institute or clinic and section; academic and scientific degree(s), name and surname of the tutor/supervisor; academic and scientific degree(s), name and surname of the consultant – all by dragging the cursor over the corresponding text and rewriting it – students can delete only the field “consultant” in case none has been assigned to them
3. The year of the thesis submission is already pre-typed.
4. Type the name and surname of the author, i.e. student, together with already acquired academic degree(s) (if applicable) by dragging the cursor over the text “academic degree(s), name and surname of the author” and rewriting it.



## 2 Assignment of the thesis

1. Final thesis assignment is printed directly from the AIS and inserted into the thesis at the specific location. You are required to read through the information of the assignment carefully as once printed and confirmed, they can't be changed later (check spelling, word order, completeness of information, etc.). Title of the thesis has to be identical with the title on the assignment.
2. Tutor/supervisor is obliged to print out and hand over the final version of the thesis assignment to the student at the latest at the end of winter semester of the year in which the student will submit and defend the thesis. The assignment is printed in two copies, of which the tutor/supervisor signs only one, the other remains without signature.
3. The assignment is printed from AIS by left clicking on the particular thesis title, thus displaying options and choosing “Print of thesis assignment in language mutation” to print pdf file of thesis assignment in English language.



4. An assignment of the thesis that is not signed is scanned (recommended 300 DPI in gray) and inserted as an image in the template for writing the thesis at the specified location (insertions of images/figures is discussed in Chapter 15).

- When printing, the unsigned image of the assignment is replaced by the undersigned original, which is subsequently bound in the hardcover

### 3 Acknowledgements

- Modify the header by double clicking on “Title of diploma/bachelor thesis – Name and surname of the author” and rewriting it, then press Esc.
- Type in brief thanks to the tutor/supervisor and training workplace for help and support.

### 5 Abstract in English language


- Type the text of abstract in English language. Translation of abstract into the Slovak language is no longer required.
- Don’t forget to type in also three to five keywords.

### 6 Table of Contents

- To update the Table of Contents place a cursor anywhere on the Table of Contents (for example on the text “Introduction”) and press the F9 key or right click anywhere on the Table of Contents and choose “Update field”, subsequently choose “Update entire table” and confirm OK or press Enter.

**Table of Contents**

<b>1</b>	<b>INTRODUCTION</b> .....	<b>8</b>
1.1	HEADING 2.....	8
1.1.1	Heading 3.....	8
1.1.1.1	Heading 4.....	8
1.1.1.1.1	Heading 5.....	8
<b>2</b>	<b>THE PRESENT STATE OF RELATED PROBLEM BEING SOLVED AT HOME AND</b>	
	<b>.....</b>	<b>9</b>
	<b>.....</b>	<b>9</b>
	<b>.....</b>	<b>9</b>
	<b>.....</b>	<b>9</b>
	<b>.....</b>	<b>10</b>



- For correct updating of the Table of Contents, it is necessary to follow the predefined styles of writing the text, chapter headings and sub-chapter headings (discussed in Chapter 9).
- After completion of the entire thesis, first update the List of tables and figures and only afterwards update the Table of Contents.**

### 7 List of tables and figures

- Updating of the List of tables and figures is the same as above mentioned updating of the Table of Contents – place the cursor anywhere on the list, for example on the Table No.1

or Figure No. 1, and press the F9 key or right click anywhere on the List of tables and figures and choose “Update field”, subsequently it is necessary to choose “Update entire table” and confirm OK or press Enter.

2. It is required to update lists of Tables and Figures separately.

### List of tables and figures

Table No.1, Name of the table 5

Table No.2, Name of the table 5

Figure No.1, Name of the figure

Figure No.2, Name of the figure



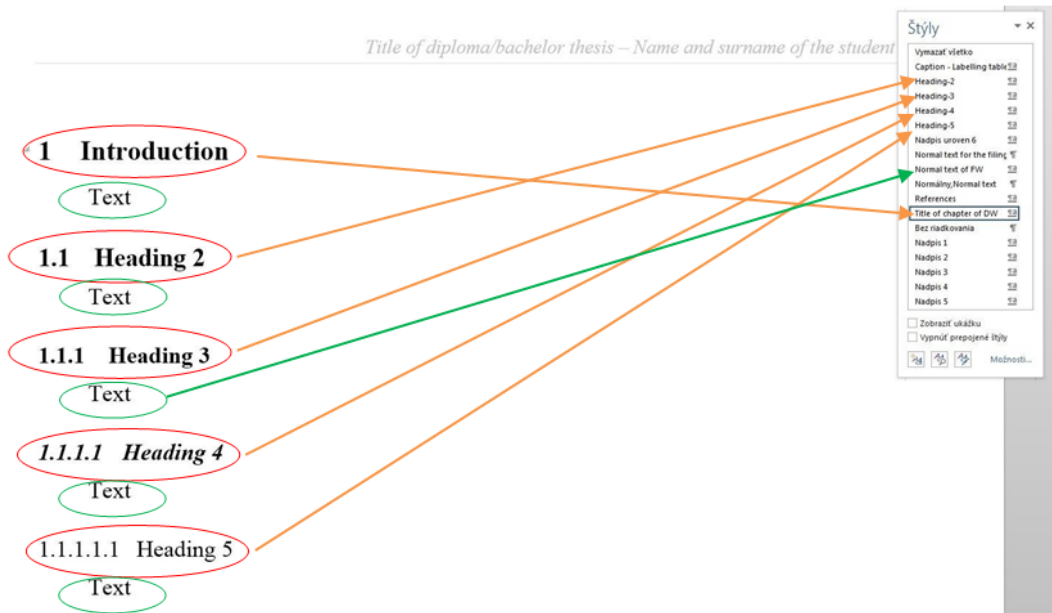
3. Labelling of the tables and figures is discussed in Chapters 10 and 11.
4. **After completion of the entire thesis, first update the List of tables and figures and only afterwards update the Table of Contents.**
5. In a case that the automatic Tables of Contents or List of tables and figures are deleted, it is necessary to insert them again via References → insert Table of Contents and/or insert List of Figures.

## 8 List of abbreviations and symbols

1. Type all abbreviations used in the final work.
2. Use predefined setting.
3. Abbreviations are arranged in alphabetical order.

## 9 Chapters, sub-chapters and text of the thesis

1. For typing the headings of individual chapters it is necessary to use predefined styles:
  - Chapter heading: “Title of chapter of DW”
  - Heading 2: “Heading-2”
  - Heading 3: “Heading-3”
  - Heading 4: “Heading-4”
  - Heading 5: “Heading-5”
2. After typing the heading, press Enter and the text will automatically change to style “Normal text of FW” that is needed for writing the thesis:



3. In a case that some heading needs to be changed, for example Heading 3 needs to be changed to Heading 2 – place cursor on the Heading 3 and choose style “Heading-2”. The template will change the style and correct numbering in the entire thesis.

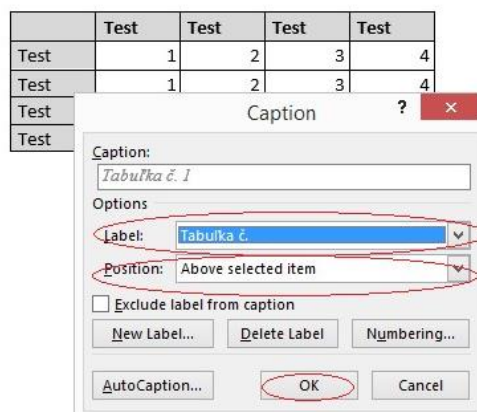
## 10 Labelling tables using “Caption” function

1. Highlight the table, right click on the cross in its upper left corner and choose the function “Insert caption”.

Test	Test	Test	Test	Test
Test	1	2	3	4
Test	1	2	3	4
Test	1	2	3	4
Test	1	2	3	4

2. Separate dialog box will appear:

choose “Label”: Table No.  
 choose “Position”: Above selected item  
 confirm OK



- After the table is labelled, insert comma and type name of the table.

*Table No. 1, Name of the table*

	Test	Test	Test	Test
Test	1	2	3	4
Test	1	2	3	4
Test	1	2	3	4
Test	1	2	3	4

- Then, it is necessary to insert the source under the table, for typing choose style “Description”.

*Table No. 1, Name of the table*

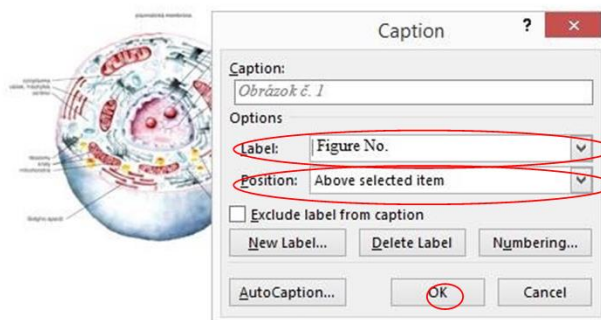
	Test	Test	Test	Test
Test	1	2	3	4
Test	1	2	3	4
Test	1	2	3	4
Test	1	2	3	4

Source: <http://www.uvm.sk/nejaka-tabulka.html> [ 10.12.1009 ]

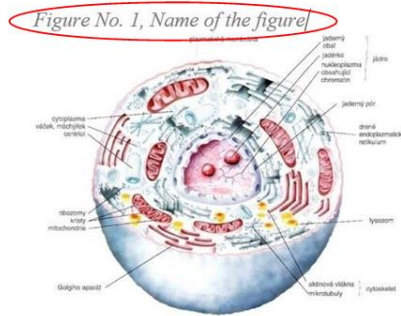


## 11 Labelling figures using “Caption” function

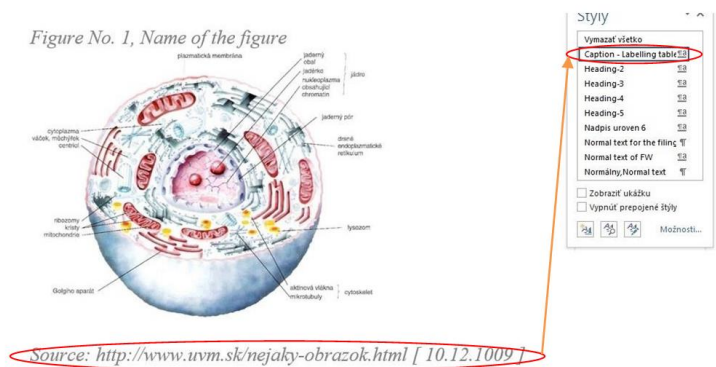
- Highlight the figure, right click on the cross in its upper left corner and choose the function “Insert caption”.
- Separate dialog box will appear:
  - choose “Label”: Figure No.
  - choose “Position”: Above selected item
  - confirm OK



- After the figure is labelled, insert comma and type name of the figure.



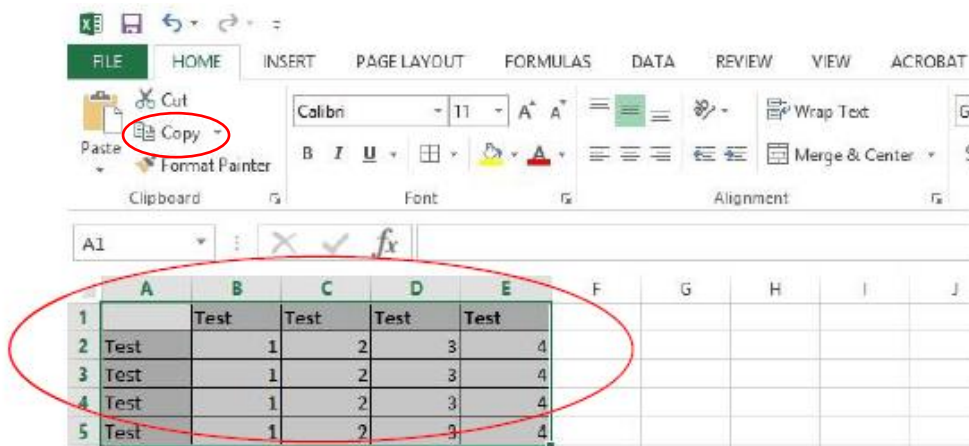
- Then, it is necessary to insert the source under the figure, for typing choose style "Description".



- Numbering of figures and tables is automatic. After inserting all figures and tables, it is necessary to update the List of tables and figures (discussed in Chapter 7).

## 12 Inserting tables from MS Excel

- Highlight selected table in MS Excel and use shortcut key CTRL+C or "Copy".



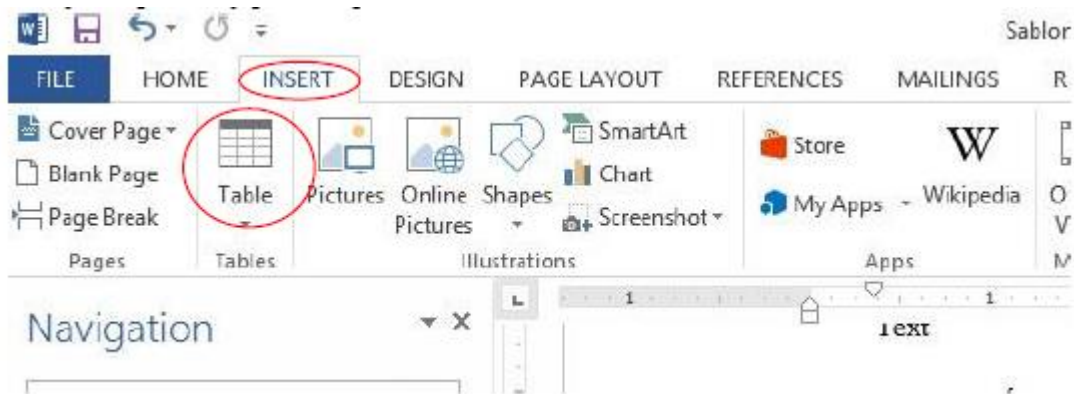
- Move to the position in the thesis where you want to place the table and use shortcut key CTRL+V or "Paste".
- After inserting the table, it is necessary to type its name and source (discussed in Chapter 10).



4. Finally, format the table as it is recommended in the template.

### 13 Inserting tables in MS Word

1. Insert the table using the function “Insert – Table”.
2. Choose needed number of columns and lines.



3. After inserting the table, it is necessary to type its name and source (discussed in Chapter 10).
4. Finally, format the table as it is recommended in the template.

### 14 Inserting graphs from MS Excel

1. Highlight created graph in MS Excel and use shortcut key CTRL+C or “Copy”.
2. Move to the position in the thesis where you want to place the graph and use shortcut key CTRL+V or “Paste”.
3. After inserting the graph, it is necessary to type its name and source as is done with figures (discussed in Chapter 11).

### 15 Inserting figures in MS Word

1. Insert the figure using the function “Insert – Pictures”.



2. After inserting the figure, it is necessary to type its name and source (discussed in Chapter 11).

## 16 References

1. It is recommended to use the method of citation according to the first entry of the source by inserting the first entry in the text in brackets (author's surname or the first word of the title) and the year of issue of the cited document. If the first entry is inserted directly in the text, then only the year of issue is written in the brackets. If two or more documents have the identical first entry and the identical year, they may be differentiated by lower case letters – a, b, c, etc. – after the year inside the brackets. The same method can be applied in the list of bibliographic references. There is no comma between the author's surname and the year. Examples:
  - Cited text (author's surname year).
  - Cited text (author's surname year) text text.
  - Author (year) cited text.
  - Cited text (author's surname 2013a). Cited text (same author's surname 2013b).
2. All individual items of References are arranged in alphabetical order. They are arranged according to the first entry (which is usually the author's surname).
3. Several works by the same author are arranged chronologically by its publication year, works published in the same year are distinguished by a lowercase letter in alphabetical order.
4. To write down the source of citations correctly, there are examples of documents and citation descriptions according to ISO 690 and ISO 690-2 in the thesis template and in the document "Instructions for preparation of final theses (bachelor, diploma, dissertation), rigorous and habilitation thesis" (discussed in Appendix 7).
5. If you use an automatic generator of bibliographic references and citations, you are required to manually correct created references according to the required format.
6. Form of References layout is determined in style "References".

## 17 Formal arrangement of the thesis

1. The thesis is written in the state (Slovak) language in the first person of plural past tense. By the approval of the university the thesis may be written and defended also in other than Slovak language (i.e. English language).
2. Font: Times New Roman
  - Font size: 12 (uniform throughout the work)
  - Line spacing: 1.5
  - Margins: left 3.5 cm, right 2 cm, top and bottom 2.5 cm
  - Page orientation: portrait, format A4
3. Required settings are predefined in the template for writing the thesis.

**STUDENTS ARE RECOMMENDED TO USE PREDEFINED STYLES.**

## 18 Recommendations

1. We advise you to save the thesis during work in regular intervals – maximum 15 minutes.
2. Save individual versions of the thesis to be able to return to the older versions later. It is recommended to save each new thesis again and number files as follows:
  - DT\_name\_2016-08-07.docx – version from August 7<sup>th</sup> 2016
  - DT\_name\_2016-09-26.docx – version from September 26<sup>th</sup> 2016
  - DT\_name\_2017-01-05.docx – version from January 5<sup>th</sup> 2017
  - DT\_name\_final.docx – final version for printing and submission
3. Save source tables in MS Excel and save source figures and source files that are used for writing the thesis into separate directory to be able to return to them again later during the work on the thesis.
4. If possible, use tools of MS Office 2013.
5. Type the work directly in the template.