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Text on the Cover *(printed version only)*

Font: Times New Roman, size 22. The recommended length of a bachelor's thesis is 35 pages of the main text (approx. 70,000 characters), and of a master's thesis 50 pages (approx. 100,000 characters). This page shall always be written in the language of the thesis (see Annex No. 4A: Terminology).

UNIVERSITY OF PARDUBICE

FACULTY OF ARTS AND PHILOSOPHY

BACHELOR'S THESIS

2025 Josef Novák

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Title Page *(numbered page, page number not displayed)*
Pagination of the thesis begins with this page. This page and the following ones are included in the page count, but their page numbers are not displayed. The first page on which the number appears is usually the *Introduction*. Font: Times New Roman, size 14. This page shall always be written in the language of the thesis (see Annex No. 4A: Terminology).

University of Pardubice

Faculty of Arts and Philosophy

Information Literacy

Bachelor's Thesis

2025 Josef Novák

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Thesis Assignment 1 *(numbered page, page number not displayed)*
In both the printed and electronic versions of the thesis, the assignment form received by the student in PDF format from the Faculty shall be inserted. Instead of handwritten signatures, the names followed by the abbreviation *v. r.* (*vlastní rukou – signed by hand*) are given.

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Thesis Assignment 2 *(numbered page, page number not displayed)*
The second page of the assignment (i.e. two pages in total).

2.5 cm
3.5 cm
1.5 cm

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Author's Declaration *(numbered page, page number not displayed)*
Throughout the thesis, line spacing shall be 1.5, font Times New Roman, size 12 (approximately 30–31 lines per page). The text shall be justified.

Declaration

I hereby declare that I have prepared the thesis entitled

……..

independently and that I have listed all literary and information sources used in accordance with the applicable legal regulations, internal regulations, and internal standards of the University of Pardubice.

I acknowledge that my thesis is subject to the rights and obligations arising from Act No. 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, in particular the fact that the University of Pardubice has the right to conclude a licence agreement for the use of this work as a *school work* under Section 60(1) of the Copyright Act, and that if I use this work myself or grant a licence for its use to another entity, the University of Pardubice is entitled to request an appropriate contribution towards the costs it has incurred in creating the work, up to the actual amount of such costs, depending on the circumstances.

I further acknowledge that, in accordance with Section 47b of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Certain Acts (the Higher Education Act), as amended, and with Directive No. 7/2025 of the University of Pardubice – *Rules for the Submission, Public Accessibility, and Formal Layout of Final Theses* – the final thesis will be made publicly accessible through the Digital Library of the University of Pardubice.

In Pardubice, on

Josef Novák v. r.

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OPTIONAL PAGE

Acknowledgements *(numbered page, page number not displayed)*

Optional page – a space for acknowledging the thesis supervisor, consultants, family members, etc.

MANDATORY PAGE

Abstract and Keywords *(numbered page, page number not displayed)*
These details shall correspond exactly to the data entered in IS STAG. The information must always be provided both in the language of the thesis and in English.

ABSTRACT
A brief summary of the content, objectives, methods, and main results of the thesis, usually a few paragraphs in length, written in the language of the thesis.

Example: *Práce je věnována stručným dějinám tělovýchovy a sportu se zaměřením na jejich ženská odvětví a stručnému vývoji dámského odívání se zaměřením na sportovní oblečení. Postihuje období od druhé poloviny 19. století do druhé světové války a zahrnuje území střední Evropy se zaměřením na České země. Zabývá se vlivem sportu na ženské odívání z hlediska jeho vývoje v uvedeném časovém období.*

KEYWORDS
4–6 words accurately describing the content of the thesis. They shall be written in lower case and are usually given in the plural form. General or redundant terms, symbols, or abbreviations (e.g. "etc.", "and so on", "…") shall not be used.
Example: *sport, móda, ženy, odívání, 19.-20. století*

TITLE
English translation of the thesis title.

Example: *The Influence of Sport on Women's Clothing: from the Second Half of the 19th Century to the Second World War*

ABSTRACT (English version)
English translation of the abstract.

Example: *The thesis explores the history of physical education and sport with a focus on their female branches, alongside the evolution of women's clothing, with particular attention to sportswear. It covers the period from the second half of the 19th century to the Second World War, focusing on Central Europe, especially the Czech lands. It analyses the influence of sport on women's clothing and its development throughout the given period.*

KEYWORDS (English version)
English translation of the keywords.

Example: *sport, fashion, women, clothing, 19th–20th century*

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Table of Contents *(numbered page, page number not displayed)*
Automatically generated table of contents.

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A complete list of illustrations and tables in the order in which they appear in the thesis. If there are many individual types (photographs, diagrams, graphs, etc.), they may be listed separately. Lists of figures, tables, diagrams, etc. should also be automatically generated.

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List of Abbreviations and Symbols *(numbered page, page number not displayed)*
Abbreviations and symbols must be explained at their first occurrence in the text. If the thesis contains a larger number of abbreviations and symbols, they should be included in this list and arranged in alphabetical order.

LIST OF ABBREVIATIONS AND SYMBOLS

AACR – Anglo-American Cataloguing Rules

AKVŠ – Association of Libraries of Czech Universities

ISBN – International Standard Book Number

…

Terminology *(numbered page, page number not displayed)*
This page may contain terms used in the thesis and their explanations.

TERMINOLOGY

Information literacy: the ability of an individual to search for, process, evaluate, and use information through available information methods and technologies.
…

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Main Body of the Thesis – Introduction *(numbered page, page number displayed)*
The text shall be divided into numbered chapters (chapter titles in font size 16, each starting on a new page), sections (section titles in font size 14), and subsections (subsection titles in font size 13). The introduction shall either remain unnumbered or be designated as Chapter 0.
Throughout the thesis, line spacing shall be 1.5, font Times New Roman, size 12 (approximately 30–31 lines per page). The text shall be justified.
For further details, see ČSN ISO 2145 *Documentation – Numbering of divisions and subdivisions in written documents* and ČSN ISO 01 6910 *Layout of typewritten or word-processed documents.*

INTRODUCTION

…

Main Body of the Thesis *(numbered pages, page numbers displayed)*
For referencing sources used in the thesis, the standard ČSN ISO 690 shall be applied (unless otherwise specified). For further details, see https://www.citace.com/Vyklad-CSN-ISO-690-2022.pdf.

1. Methods of Referencing

A bibliographic citation is a set of data about a cited publication or its part that allows its identification. All sources from which the author has drawn must be cited, in accordance with precisely defined rules, so that the original source can be located by anyone. When creating bibliographic citations, the author shall follow ČSN ISO 690 (01 0197), effective as of 1 December 2022. According to this standard, the author shall choose one referencing system, which must be applied consistently throughout the entire thesis. The same system determines the format of the reference list (see below).

1.1 Harvard System

Within the text, the citation is provided in round brackets, indicating the author, year of publication, and a reference to the relevant part of the document (e.g. page number). If the author's name appears naturally in the text, only the year of publication and page number are given in brackets. If several works by the same author from the same year are cited, a lowercase letter (a, b, c, etc.) shall be added after the year.

The reference list shall then be arranged alphabetically by authors' surnames, with the year of publication given immediately after the author's name.

1.1.1 Example of an In-Text Citation

In Czech pedagogy, for example, Pařízek (1996) identifies – in addition to pedagogy itself – several "pedagogical sciences", such as "philosophy of education" or "economics of education". Conversely, Jůva and Jůva (1994) distinguish only a narrower range of "core pedagogical disciplines".

1.1.2 Example of a Reference List

JŮVA, Vladimír and JŮVA, Vladimír, 1994. *Úvod do pedagogiky*. Brno: Paido. ISBN 80-901737-6-4.
PAŘÍZEK, Vlastimil, 1996. *Základy obecné pedagogiky*. Praha: Pedagogická fakulta UK.

1.2 Numeric Referencing

Each cited source is referenced by a number in round or square brackets, or as a superscript. Numbers are assigned to documents according to the order in which they are cited in the text. If the same source is cited multiple times, the same number shall be used as in its first occurrence. When referring to a specific part of a document, the page number shall follow the citation number.

1.2.1 Example of an In-Text Citation

In Czech pedagogy, for example, Pařízek [1] identifies – in addition to pedagogy itself – several "pedagogical sciences", such as "philosophy of education" or "economics of education". Conversely, Jůva and Jůva [2] distinguish only a narrower range of "core pedagogical disciplines".

1.2.2 Example of a Reference List

PAŘÍZEK, Vlastimil. *Základy obecné pedagogiky*. Praha: Pedagogická fakulta UK, 1996.
JŮVA, Vladimír and JŮVA, Vladimír. *Úvod do pedagogiky*. Brno: Paido, 1994. ISBN 80-901737-6-4.

1.3 Footnote Referencing

References to cited documents are indicated by numbers referring to footnotes. Footnotes are numbered in the order in which they appear in the text. A footnote referring to a previously cited document shall either include the full citation again or refer to the earlier footnote number with page numbers. In the reference list, sources are arranged alphabetically.

1.3.1 Example of an In-Text Citation

In Czech pedagogy, for example, Pařízek[1] identifies – in addition to pedagogy itself – several "pedagogical sciences", such as "philosophy of education" or "economics of education". Conversely, Jůva and Jůva[2] distinguish only a narrower range of "core pedagogical disciplines".

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[1] PAŘÍZEK, Vlastimil. *Základy obecné pedagogiky*. Praha: Pedagogická fakulta UK, 1996.

[2] JŮVA, Vladimír and JŮVA, Vladimír. *Úvod do pedagogiky*. Brno: Paido, 1994. ISBN 80- 901737-6-4.

Figures shall be numbered consecutively throughout the thesis. The caption shall always be placed below the figure. Each figure must also be listed in the *List of Illustrations and Tables* in the introductory section of the thesis. In this particular example, the *footnote referencing method* is used.

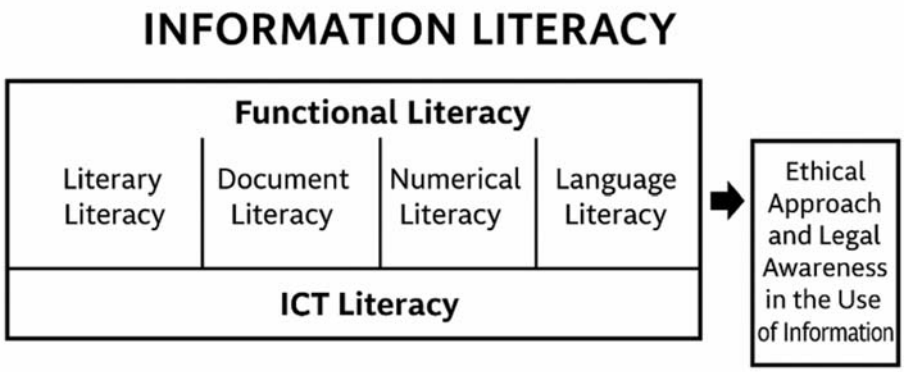

Figure 1: Model of Information Literacy[3]

[3] PROFESSIONAL COMMITTEE IVIG. *How We Understand Information Literacy.* Op. cit.

Tables shall be numbered consecutively throughout the thesis. The caption shall always be placed **above** the table. Each table must also be listed in the *List of Illustrations and Tables* in the introductory section of the thesis. In this particular example, the *footnote referencing method* is used.

Table 1: General Principles of Interactive Teaching[4]

General Principles of Interactive Teaching	
1	Encourage a **creative atmosphere** in the classroom.
2	Stimulate students to **express their own opinions** and ideas.
3	Provide **positive feedback** on every behaviour directed towards the goal.
4	Foster a **sense of responsibility** for the group task.
5	Ensure that **everyone participates**, giving each student the opportunity for self-expression.
6	When commenting on partial results, use **non-evaluative, descriptive language** (e.g. instead of "You didn't understand the task," say "In this task, you deviated from the assignment.").
7	Begin discussions with **topics that are familiar** and close to students' experience.
8	Choose **current and engaging topics**, providing examples from familiar contexts.
9	Assign tasks that are **brief, clear, and precisely formulated**.
10	Make sure that **everyone knows what to do**.
11	**Do not avoid conflict** – encourage the expression of controversial opinions.
12	Allow **sufficient time for reflection** on completed activities.

[4] ČLOVĚK V TÍSNI. Op. cit.

CONCLUSION

…

MANDATORY PAGE

List of References *(numbered page, number displayed)*
The format of the list of bibliographic references shall follow the referencing style selected in the thesis (Harvard system, numeric referencing, or footnotes). A clear and detailed guide for citing and creating bibliographic references in accordance with the Czech standard ČSN ISO 690 (01 0197) is available at: https://www.citace.com/Vyklad-CSN-ISO-690-2022.pdf. This guide also includes a wide range of practical examples for different types of documents. The following section is based on this guide, though presented here in a simplified and shortened form.

REFERENCES

1. PAŘÍZEK, Vlastimil. *Základy obecné pedagogiky*. Praha: Pedagogická fakulta UK, 1996.
2. JŮVA, Vladimír and JŮVA, Vladimír. *Úvod do pedagogiky*. Brno: Paido, 1994. ISBN 80-901737-6-4.
3. AKVŠ. *Koncepce informačního vzdělávání na vysokých školách v České republice*. [Online]. In: AKVŠ. ©2008. Available at: https://akvs.cz/wp-content/uploads/2016/05/ivig-koncepce.pdf. [Accessed 29 Sep 2025].
4. ODBORNÁ KOMISE IVIG. *Jak rozumíme informační gramotnosti*. [Online]. In: AKVŠ. © 2004, 2007. Available at: https://akvs.cz/wp-content/uploads/2016/05/ivig-jak-rozumime.pdf. [Accessed 29 Sep 2025]
5. ODBORNÁ KOMISE IVIG. *Standardy informační gramotnosti vysokoškolského studenta*. [Online]. In: AKVŠ. © 2004, 2007. Available at: https://akvs.cz/wp-content/uploads/2016/05/ivig-standardy.pdf. [Accessed 29 Sep 2025]
6. ČLOVĚK V TÍSNI. *Interaktivní metody výuky*. [Online]. In: Člověk v tísni. ©2008. Available at: http://www.varianty.cz/download/pdf/texts.pdf. [Accessed 5 Jun 2011].

Appendices *(numbered pages, numbering continues from previous section)*
This section may include extended appendices (additional illustrations, graphs, tables, maps, plans, etc.). Each appendix shall begin on a new page and be identified by a capital letter (Appendix A, Appendix B, …). Page numbering continues sequentially from the preceding section.

APPENDICES

Appendix A *Standards of Information Literacy for University Students* 19

Appendix A *Standards of Information Literacy for University Students*[5]

These standards, defining the knowledge, abilities, and skills of an information-literate university student, apply exclusively to the student's studies and professional work in their field of study. In this context, an information-literate university student:

1. is able to understand scholarly texts in their field of study, identify and summarise key ideas, and produce their own academic texts making use of information sources that are cited in accordance with copyright law and the principles of bibliographic citation;

2. knows and monitors the key information sources in their field of study, is able – on the basis of advanced search methods and with due regard to the legal and ethical aspects of information use – to obtain relevant information from them, and organises and stores the retrieved information of various types and formats for further use in their academic work;

3. makes use of sources of numerical and technical information, searches for and processes numerical and technical data, and applies them in their professional work;

4. has a command of their mother tongue and is able to express themselves clearly both orally and in writing; knows and uses the specialist terminology of their field in both their mother tongue and a foreign language – particularly English – at a level required for working with scholarly information sources and communicating within the professional community of their discipline;

5. makes regular use of commonly available information and communication technologies necessary for locating, obtaining, processing, and presenting information (in various types and formats) relevant to their studies and academic work;

6. is aware of the moral and legal aspects of using information and handles information in accordance with the principles of authorial ethics and copyright law.

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[5] AKVŠ. *Koncepce informačního vzdělávání na vysokých školách v České republice*. Op. cit.