

ANNEX 2B

SELECTED MODEL PARTS OF BACHELOR AND MASTER PROJECTS

COVER

Requisites – BUT internal regulation no. 72/2017 Layout, submission, and publishing of final projects Art. 13

Model cover can be found in the VUT Studis Information System – in the *My final project* menu.

REQUISITES AND STRUCTURE OF THE TEXT PART OF A BACHELOR AND MASTER PROJECT - BUT internal regulation no. 72/2017 Layout, submission, and publishing of final projects Art. 15

a) TITLE PAGE

Requisites – BUT internal regulation, Directive no. 72/2017 Layout, submission, and publishing of final projects Art. 14

Model title page can be found in the VUT Studis Information System – in the *My final project* menu.

b) BACHELOR / MASTER PROJECT ASSIGNMENT FORM

Insert the version of the assignment from IS BUT Studis - menu *My final project* into the electronic version of the thesis.

c) ABSTRACT in the language of the final project and in English

An abstract should contain a concise description of the project, its focus, importance, and the results achieved. Its size should be limited to 5 to 6 lines of text. The abstract should not begin with "the project aims to ..." (project aims are part of the assignment which being detailed in the chapter "project aims and objectives, methods and procedures used" or "problem definition and project aims").

d) KEY WORDS in the language of the final project and in English

Key words are specialized terms reflecting the project's focus.

e) EXTENDED ABSTRACT in Czech or Slovak, in the event of the language of the project being not Czech or Slovak (this does not apply to students studying a study programme accredited to be taught in English)

In programmes accredited to be taught in Czech a BP/MP written in English must include about three pages of an extended abstract (BUT internal regulation, Directive no. 72/2017 Layout, submission, and publishing of final projects Art. 15 Par. 5) which will contain an introduction, solution description, and a summary and evaluation of the results achieved.

Model abstract and key words:

Abstract

The master project focuses on the personality of a crisis manager in selected production companies specifying who is a competent manager and comparing the theoretical background with the real world. It suggests training courses that help improve the skills of crisis managers in production companies.

Key words

competence, crisis manager, motivation, responsibility, managerial style, production company

f) PROJECT BIBLIOGRAPHIC CITATION pursuant to ČSN ISO 690

A sample citation from the VUT Studis information system, the My final Project menu:

Printed work citation:

ALÁNOVÁ, Lenka. *Business plan*. Brno, 2019. Available also at: <https://www.vut.cz/en/students/final-thesis/detail/119485>. Bachelor's Thesis. Vysoké učení technické v Brně, Fakulta podnikatelská, Institute of Economics. Supervisor Helena Hanušová.

Electronic source citation:

ALÁNOVÁ, Lenka. *Business plan* [online]. Brno, 2019 [cit. 2019-04-05]. Available from: <https://www.vut.cz/en/students/final-thesis/detail/119485>. Bachelor's Thesis. Vysoké učení technické v Brně, Fakulta podnikatelská, Institute of Economics. Supervisor Alena Kocmanová.

Bibliographic citation contains the webpage where the electronic form of the project will be published after the defence. In the BP/MP a student will use the bibliographic citation available in the BUT Studis Information system, “My final project” menu.

g) THE AUTHOR'S AFFIDAVIT DECLARING THAT THE PROJECT IS AN ORIGINAL WORK, AUTHOR'S SIGNATURE ON THE PAPER FORM OF THE PROJECT

In an affidavit, the author will confirm the project being an original work. The affidavit has this recommended form and must be signed.

Model – the affidavit text must be tailored to reflect the project type (bachelor / master):

Affidavit

I declare that the present master project is an original work that I have written myself. I declare that the citations of the sources used are complete, that I have not infringed upon any copyright (pursuant to Act. no 121/2000 Coll.).

Brno dated 15th May 2018

.....
author's signature

h) ACKNOWLEDGEMENT

An acknowledgement may follow the affidavit in which the author acknowledges the help received from the project supervisor, the support received from a company, etc. This part is not required.

i) PROJECT'S TABLE OF CONTENTS

A table of contents must list the project chapters indicating the relevant initial pages. A three-tier universal decimal classification is recommended for chapters and subchapters.

Sample simplified table of contents:

TABLE OF CONTENTS

INTRODUCTION	10
PROJECT AIMS AND OBJECTIVES, METHODS AND PROCEDURES USED	11
1 PROJECT THEORETICAL BACKGROUND.....	12
1.1 Marketing environment.....	13
1.1.1 Internal and external environment	16
1.1.2 Marketing research of the market	18
1.2 Marketing mix.....	20
1.2.1 Product.....	22
1.2.2 Price	24
2 CURRENT STATE ANALYSIS	28
2.1 Company introduction	30
2.1.1 Company history.....	32
2.1.2 Organisational structure	35
2.2 Analysis of the company's current state.....	36
2.2.1 Summary of the company analyses.....	39
3 SOLUTION PROPOSALS	40
3.1 New marketing mix.....	42
3.1.1 Product.....	43
3.1.2 Price	44
CONCLUSION	46
LIST OF THE SOURCES USED.....	47
LIST OF THE FIGURES USED	48
LIST OF THE TABLES USED.....	49
LIST OF THE DIAGRAMS USED.....	50
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The table of contents is followed by an introduction, the actual project text, conclusion, list of sources used and automatically generated lists of figures, diagrams, tables, lists of acronyms and symbols used (not required), list of annexes and the actual annexes. Particular attachments are numbered using Roman numerals (I., II., III., IV., etc.)

Next, let us look at some sample citations of documents, references and sample figures, diagrams, and tables.

RULES FOR BIBLIOGRAPHIC CITATIONS AND CITATIONS OF INFORMATION SOURCES

What must be cited

All sources used, all documents of which a verbatim part has been used, as well as all other documents from which a piece of information has been taken. The most frequent citation will involve text - books, papers, websites, etc. However, pictures, figures, tables, and diagrams must not be forgotten either. Even a work that has not yet been published can be cited, including materials for lectures, training courses, or personal communication. Generally known information, though, does not require citation (such as Prague being the capital of the Czech Republic).

What citation form must be used

This is governed by the current ČSN ISO 690 standard. However, the standard does not provide sufficient citation examples and models regarding itself as a mere recommendation. Therefore, also the approved standard interpretations are used with some of them having been applied to writing this annex being listed in the section, List of the sources used.

Plagiarism

Presenting someone else's ideas and works as your own is referred to as plagiarism. It is a serious violation of citation ethics and copyright.

METHODS OF REFERENCING IN TEXT

There are four basic ways you can reference a source in text. For technical disciplines, the first element and date (or Harvard) method and the numeric method are most useful. For the humanities, the continuous notes method is often used. The name tag method is new as of 2022.

Note that you must refer to sources not only in the case of direct quotation, but also in the case of paraphrase and summary. Translating or rewriting original ideas does not mean that they are your own work.

For a paraphrase of a single sentence, place the reference before the punctuation mark. If you paraphrase more than one sentence, include the reference after a punctuation mark, such as a period.

First element and date method (Harvard system)

As the name implies, the reference consists of the first element of the bibliographic citation (which is most often the author) and the date of publication of the source. The dates are given in round brackets. The list of bibliographic citations is arranged alphabetically. If more than one work published in the same year by the same author is cited, the references after the year of publication are indicated by a lower case letter (a-z).

When paraphrasing more than one source at the same time in the text, the references are written in common brackets and separated by a semicolon. For monographs, journal articles, or papers in proceedings, ideally cite the page where the citation is found for ease of verification.

It may be that the author's name is already mentioned in the cited text. In this case, only the year of publication of the document will be in parentheses of the reference.

Keep in mind that full bibliographic citations have a specific order in this referencing method. As in the in-text reference, the first two places are the author and the date of publication of the document.

Example of in-text referencing:

Every student faces two basic tasks when writing a thesis. Firstly, he or she has to decide what to select from all that he or she knows about the subject for his or her communication, and secondly, how to organize the selected knowledge (Čmejrková, 2000a, p. 201). This statement can be supplemented by a third aspect, namely the attribution of the original ideas to their authors. Indeed, citations and quotations are an integral part of the production of any disciplinary text (Krčál and Teplíková, 2014, p. 13). This is confirmed by other

disciplinary scholars who argue that proper citations are a key element of academic writing. They not only support students' arguments, but also increase the credibility of their papers (Široký, 2011; Burget and Kudláč, 2021). Credibility is also given by high-quality, expert sources. Students should avoid citing personal blogs, popularization articles, or advertisements. As Czech linguist Čmejrková (2000b) states, advertisements are primarily intended to promote products or services and often contain subjective or distorted information.

List of sources used:

BURGET, Eduard and KUDLÁČ, Antonín K. K., 2021. Prague: VŠKK. ISBN 978-80-88431-02-2.

ČMEJRKOVÁ, Světlá, 2000a. How to write an expert text. Prague: Leda. ISBN 80-85927-69-1.

ČMEJRKOVÁ, Světlá, 2000b. Advertising in Czech, Czech in advertising. Prague: Leda. ISBN 80-85927-75-6.

KRČÁL, Martin and TEPLÍKOVÁ, Zuzana, 2014. Learn (to) quote. Blansko: Citace.com. ISBN 9788026060741.

ŠIROKÝ, Jan, 2011. Creating and publishing professional texts. Brno: Computer Press. ISBN 978-80-251-3510-5.

The numerical method

The principle of this method is to place a numerical reference after the quoted text. Numerical references can be placed in square or round brackets.

The procedure is as follows: Serial numbers are assigned to individual documents in the order in which they are cited in the text. The reference list is arranged according to these serial numbers, not alphabetically. If a document is cited more than once, the reference is repeated under the same number.

Pay close attention to the reference list. The individual entries will be in a different order from the Harvard method. The year of publication of the document will appear after the publication data, i.e., in later positions.

As with the previous method, the rule is that if you are citing several sources at the same time, the numbers in the common reference are separated by semicolons. It is also advisable to add the page where the citation is located. If you are paraphrasing more than one consecutive page, separate these pages with a hyphen, e.g. (1, pp. 15-19).

Example of referencing in text:

Every student faces two basic tasks when writing a thesis. First, he or she has to decide what to select from all that he or she knows about the subject for his or her communication, and second, how to organize the selected knowledge (1, p. 201). This statement can be supplemented by a third aspect, namely, the attribution of the original ideas to their authors. In fact, citation and quotation are an integral part of the production of any disciplinary text (2, p. 13). This is confirmed by other disciplinarians who argue that proper citation is a key element of academic writing. Not only do they support students' arguments, but they also enhance the credibility of their papers (3; 4). Credibility is also given by quality, scholarly sources. Students should avoid citing personal blogs, popularization articles, or advertisements. As Czech linguist Čmejrková (5) points out, advertisements are primarily intended to promote products or services and often contain subjective or distorted information.

List of sources used:

- (1) ČMEJRKOVÁ, Světlá. How to write a professional text. Prague: Leda, 2000. ISBN 80-85927-69-1.
- (2) KRČÁL, Martin and TEPLÍKOVÁ, Zuzana. Learn (to) cite. Blansko: Citace.com, 2014. ISBN 9788026060741.
- (3) ŠIROKÝ, Jan. Creating and publishing professional texts. Brno: Computer Press, 2011. ISBN 978-80-251-3510-5.
- (4) BURGET, Eduard and KUDLÁČ, Antonín K. K. Expert text and working with sources. Prague: VŠKK, 2021. ISBN 978-80-88431-02-2.
- (5) ČMEJRKOVÁ, Světlá. Advertising in Czech, Czech in advertising. Prague: Leda, 2000. ISBN 80-85927-75-6.

Method of notes

In this case you will again work with numerical references. This time, however, they will not be placed in brackets, but in the form of a superscript immediately after the quoted text, as when you write a note in a regular word processor. The numbers are not repeated.

If you choose this method, the bibliographic citations will appear twice. The first time, it will appear as a footnote on the same page as the note reference (you can use a shortened version). Here, the citation will be completed with the page on which the text is reproduced. In the second case, it will be the final list of sources used - here without the page number from which it was quoted.

ANNEX 2B Selected model parts of bachelor and master projects

If you are referring to the same source in the text in succession, you can simply include "Ibid" instead of the duplicate full bibliographic footnote citation.

The final list of references is not numbered and is alphabetical. Bibliographic citations have the same order of entries as the numerical method.

Keep in mind that this method is the least visually pleasing of all of the above. In fact, the notes may in some cases make up a significant part of the page, especially if it contains additional notes and explanations of your text.

Example of in-text referencing:

Every student faces two basic tasks when writing a thesis. First, he or she must decide what to select from all that he or she knows about the subject for his or her communication, and second, how to organize the selected knowledge.¹ This statement can be supplemented by a third aspect, namely, the attribution of the original ideas to their authors. Indeed, citation and quotation are an integral part of the production of any disciplinary text². This is confirmed by other disciplinary scholars who argue that proper citation is a key element of academic writing³. They not only support students' arguments, but also enhance the credibility of their papers⁴. Credibility is also given by good, scholarly sources. Students should avoid citing personal blogs, popularization articles, or advertisements. As Czech linguist Čmejrková⁵ states, advertisements are primarily intended to promote products or services and often contain subjective⁶ or distorted information.

Reference to the source in the footnote:

1 ČMEJRKOVÁ, Světlá. How to write a professional text. Prague: Leda, 2000. ISBN 80-85927-69-1, p. 201

2 KRČÁL, Martin and TEPLÍKOVÁ, Zuzana. Learn (to) cite. Blansko: Citace.com, 2014. ISBN 9788026060741, p. 13

3 ŠIROKÝ, Jan. Creating and publishing professional texts. Brno: Computer Press, 2011. ISBN 978-80-251-3510-5, p. 52

4 BURGET, Eduard and KUDLÁČ, Antonín K. K. Expert text and working with sources. Prague: VŠKK, 2021. ISBN 978-80-88431-02-2, p. 96

5 ČMEJRKOVÁ, Světlá. Advertising in Czech, Czech in advertising. Prague: Leda, 2000. ISBN 80-85927-75-6, p. 11

6 Subjective is a term that refers to a view, opinion, evaluation or experience based on personal feelings.

List of sources used:

BURGET, Eduard and KUDLÁČ, Antonín K. K. Expert text and working with sources. Prague: VŠKK, 2021. ISBN 978-80-88431-02-2.

ČMEJRKOVÁ, Světlá. How to write an expert text. Prague: Leda, 2000. ISBN 80-85927-69-1.

ČMEJRKOVÁ, Světlá. Advertising in Czech, Czech in advertising. Prague: Leda, 2000. ISBN 80-85927-75-6.

KRČÁL, Martin and TEPLÍKOVÁ, Zuzana. Learn (to) quote. Blansko: Citace.com, 2014. ISBN 9788026060741.

ŠIROKÝ, Jan. Creating and publishing professional texts. Brno: Computer Press, 2011. ISBN 978-80-251-3510-5.

Name tag method

The last possible method of referencing the original source is the name tag method. In this case, we place our own name tag in round or square brackets after the cited text, and you can even choose to superscript it. The tag then appears before the full bibliographic citation in the final list of sources. The system is therefore similar to the numerical method. The final reference list is arranged alphabetically just according to the name tags.

Example of in-text referencing:

Every student faces two basic tasks when writing a thesis. First, he or she must decide what to select from all that he or she knows about the subject for his or her communication, and second, how to organize the selected knowledge (JNOT, p. 201). This statement can be supplemented by a third aspect, namely, the attribution of original ideas to their authors. Indeed, citation and quotation are integral to the production of any disciplinary text (NSCI, p. 13). This is confirmed by other disciplinarians who argue that proper citation is a key element of academic writing. Not only do they support students' arguments, but they also enhance the credibility of their papers (TPOT; OTPP). Credibility also comes from having good, scholarly sources. Students should avoid citing personal blogs, popularization articles, or advertisements. As stated by Czech linguist Čmejrková (RČR), advertisements are primarily intended to promote products or services and often contain subjective or distorted information.

List of sources used:

(JNOT) ČMEJRKOVÁ, Světlá. How to write a professional text. Prague: Leda, 2000. ISBN 80-85927-69-1.

(NSCI) KRČÁL, Martin and TEPLÍKOVÁ, Zuzana. Learn (to) cite. Blansko: Citace.com, 2014. ISBN 9788026060741, p. 13

(OTPP) BURGET, Eduard and KUDLÁČ, Antonín K. K. Scholarly text and working with sources. Prague: VŠKK, 2021. ISBN 978-80-88431-02-2.

(RČR) ČMEJRKOVÁ, Světlá. Advertising in Czech, Czech in advertising. Prague: Leda, 2000. ISBN 80-85927-75-6.

(TPOT) ŠIROKÝ, Jan. Creating and publishing professional texts. Brno: Computer Press, 2011. ISBN 978-80-251-3510-5.

REGULATIONS FOR CITING INDIVIDUAL TYPES OF DOCUMENTS

Below you will find a template for creating both print and electronic document types. The individual templates are based on the Interpretation of ISO 690:2022¹, created by CitacePRO. It is therefore possible to draw directly from this source.

Data in bold are mandatory. The remaining ones are optional. If any of the mandatory data is missing (e.g. ISBN for old monographs), then this data is omitted. If you are unsure about a piece of information (e.g. you cannot trace the place of publication), you can estimate this information and write it in square brackets in its normal position.

Principal authors are entered in the order of ADOPTION, FIRST NAME. Secondary authors (e.g., editors, illustrators) in reverse order. Main titles are written in italics.

Monographs

Creator. Title. [Secondary titles]. **Edition. Secondary creator (role). Title and edition number. Place: publisher, year. License. ISBN. Note.**

E-monograph

Creator. Title. Format. [Secondary titles]. **Edition. Secondary creator (role). Title and edition number.** Place: **publisher, year.** License. **Date of editing, revision. ISBN. Distributor/online content provider. Persistent identifiers. Availability. [Date cited].** Notes.

Proceedings:

Creator/Editor. Title. Place and date of the conference. [Secondary titles]. **Issue.** Contributor (role). **Title and edition number.** Place: **publisher, year.** License. **ISBN/ISSN.** Notes.

¹ FARKAŠOVÁ, Blanka; GARAMSZEGLI, Tereza; JANSOVÁ, Linda; KONEČNÝ, Lukáš; KRČÁL, Martin et al. Interpretation of ČSN ISO 690:2022: effective from 1.12.2022. Brno: Citace.com, 2023. Also available from: <https://www.citace.com/Vyklad-CSN-ISO-690-2022.pdf>

E- Proceedings

Creator/Editor. Title. Place and date of the conference. Format. [Secondary titles]. **Issue.** Secondary author (role). **Title and edition number.** Place: **publisher, year.** License. **Date of editing, revision.** **ISBN/ISSN. Distributor/online content provider. Persistent identifiers. Availability.** [Date cited].
Notes.

Contribution to the Proceedings

Author of the paper. Title of paper. In: Creator/Editor. Title. Place and date of the conference. [Secondary titles]. **Publication.** Secondary creator (role). **Title and edition number.** Place: **publisher, year, range of pages.** License. **ISBN/ISSN.** Notes.

Contribution in e-proceedings

Author of the paper. Title of paper. Online. In. Title. Place and date of the conference. [Secondary titles]. **Issue.** Secondary creator (role). **Title and edition number.** Place: **publisher, year, range of pages.** License. **Date of editing, revision. ISBN/ISSN. Distributor/online content provider. Persistent identifiers. Availability.** [Date cited]. Notes.

Article in periodical

Author. Article Title. Title of the series. Date of publication, numbering, number of pages. License. ISSN.

E-article in the periodical

Author. Title of article. Format. Title of the series. Date of publication, numbering, page range. License. ISSN. **Distributor/online content provider. Persistent identifiers. Availability. Date of citation.** Notes.

Graphic work/artwork on its own

Creator. Title. Secondary titles. **Format and type of source. Date. Dimensions.** Physical location. License. Catalogue/catalogue number. Availability. Date of citation.

Graphic work as part of the source document

Creator. Title. Format and type of source. In: Bibliographic citation of the source document.

Printed standard

Standardization organization. standard number/designation, *Title*. Issue/version. Place: publisher, year.

Notes.

E-standard

Standardisation organisation. standard number/designation, *Title*. Format. Issue/version. Place: publisher, year. **Availability. [Date cited].**

Patent

PATENT APPLICANT/PATENTEE (patent jurisdiction code). *Patent Name*. Co-inventor (role). Date of filing of the patent application. Date the patent was granted. patent number/designation. Permanent identifiers (patent class: IPC or CPC). **Availability. [Citation date].**

Web site

Creator. *Name of the site*. Format and type of resource. Edition, version. Location: publisher, date of publication, date of editing/revision. Availability. [Date cited].

Web page within the web site

Creator. *Page Title*. Format and type of resource. Edition, version. Name of the site. Location: publisher, date of publication, **date of editing/revision. Availability. [Date cited].**

Part of website

Creator. *Title of the paper on the web page*. Format and type of resource. Edition, version. In. Title of the page. In: Site name. Location: publisher, date of publication, **date of editing/revision. Availability. [Date cited].**

Social media and services

Creator [nick]. *Title of report/post*. Format and type of resource. Date of publication. Creator of the original content. Name of service. Availability. [Date and time of citation].

Unpublished sources (company literature, internal regulations...)

Creator. *Title*. Secondary titles. **Type of source.** Secondary author. **Date of creation. Service or host archive. Physical location. Availability. [Date cited].**

ANNEX 2B Selected model parts of bachelor and master projects

Personal communication

Creator. Date. Title. Type of source [personal communication]

Printed thesis

Creator. Title. Type of source. Place: University, faculty, date

Final thesis available online

Creator. Title. Type of source. Place: University, faculty, date. Availability. [Date cited].

Presentation

Creator. Title. Type of resource. Date. Archive. Availability. [Date cited].

Legislation

Author (jurisdiction). Bill number and title. In. Collection. Date of publication, amount, range of pages. ISSN.

EXAMPLES OF PICTORIAL ANNEXES AND TABLES

GRAPH AND FIGURE

- The same rules apply in both cases.
- Title of graph/figure incl. The numbering is given below the object.
- The bibliographic source is also given below the object (it can be directly after the title or on a separate line, the same format must be followed throughout the work).
- Alignment is centered.
- Font size is 10, title is in bold, source is in regular font.

Example: First element method and data (Harvard system)

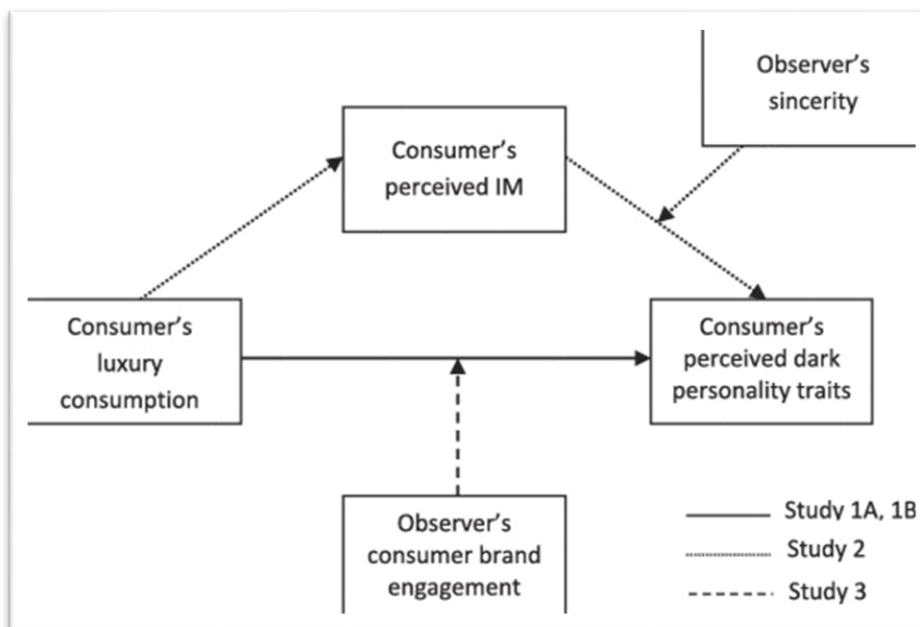


Figure 1: Conceptual model

(Source: Razmus, Czarna and Fortuna, 2023)

Here the bibliographic citation in the reference list would be as follows:

RAZMUS, Wiktor; CZARNA, Anna Z. and FORTUNA, Pawel, 2023. Luxury consumption and the dark triad of personality. Online. Journal of Business Research. Vol. 169, Article 114246. Available from: Elsevier, <https://doi.org/10.1016/j.jbusres.2023.114246>. [cit. 2023-10-02].

Example: Numbering method

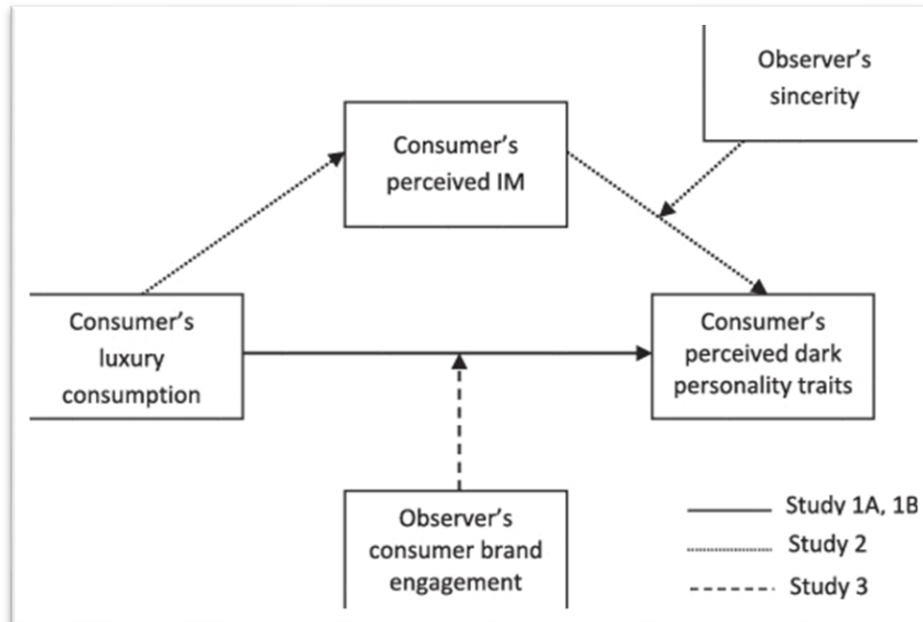


Figure 1: Conceptual model

(Source:^[2])

Here the bibliographic citation in the reference list would be as follows:

[2] RAZMUS, Wiktor; CZARNA, Anna Z. and FORTUNA, Pawel. Luxury consumption and the dark triad of personality. Online. Journal of Business Research. 2023, vol. 169, article 114246. Available from: Elsevier, <https://doi.org/10.1016/j.jbusres.2023.114246>. [cit. 2023-10-02].

Example: Method of notes

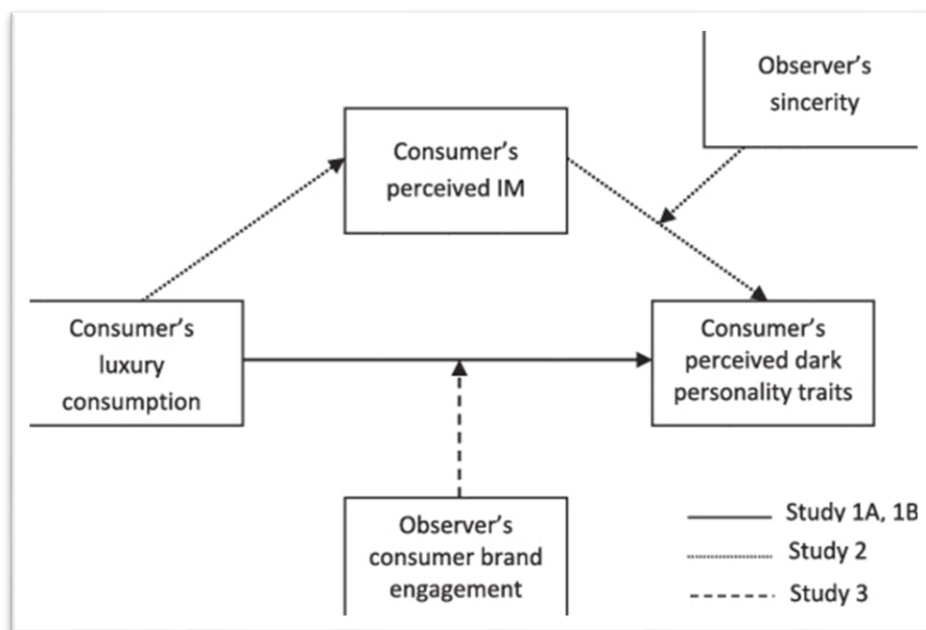


Figure 1: Conceptual model

(Source: ²)

While the footnote provides an abbreviated version of the source, the same bibliographic citation that would be used for the numbering method appears in the reference list:

RAZMUS, Wiktor; CZARNA, Anna Z. and FORTUNA, Pawel. Luxury consumption and the dark triad of personality. Online. Journal of Business Research. 2023, vol. 169, article 114246. Available from: Elsevier, <https://doi.org/10.1016/j.jbusres.2023.114246>. [cit. 2023-10-02].

² RAZMUS, CZARNA a FORTUNA. Luxury consumption and the dark triad of persionality, 2023.

Example: The name tag method

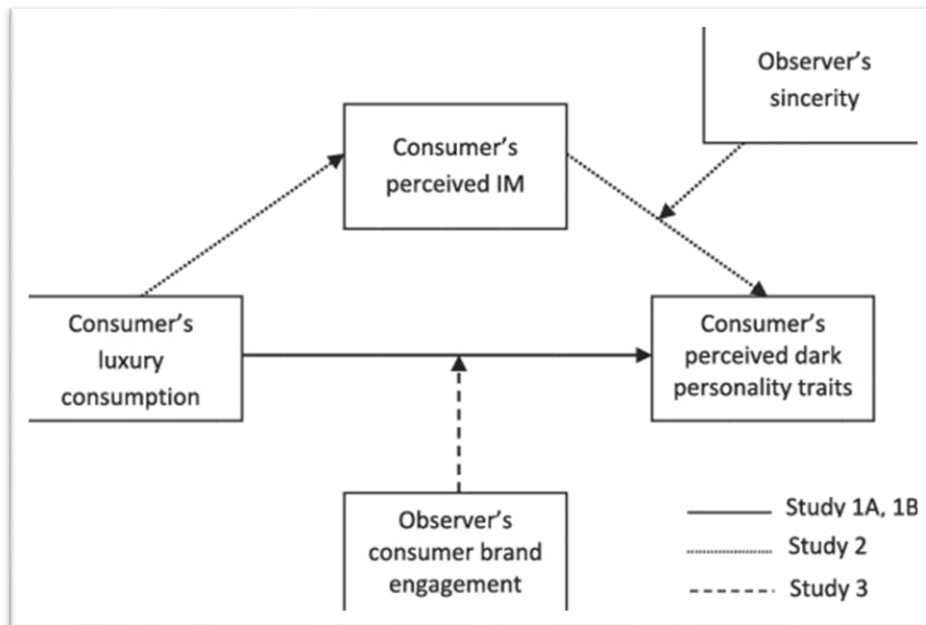


Figure 1: Conceptual model

(Source: [LCDTP])

Here the bibliographic citation in the reference list would be as follows:

[LCDTP] RAZMUS, Wiktor; CZARNA, Anna Z. and FORTUNA, Pawel. Luxury consumption and the dark triad of personality. Online. Journal of Business Research. 2023, vol. 169, article 114246. Available from: Elsevier, <https://doi.org/10.1016/j.jbusres.2023.114246>. [cit. 2023-10-02].

ANNEX 2B Selected model parts of bachelor and master projects

If you are converting a graph, table, or figure into a different visual form for the purposes of your paper, or if you are translating it, label the graphic according to the following patterns:

Example: First element method and data (Harvard system)

Graph no. x: Graph title

(Source: Own elaboration according to: Last name, year, page)

Example: Numbering method

Graph No. x: Graph title

(Source: Own elaboration according to: [1], p. x)

Example: Method of notes

Graph No. x: Graph title

(Source: Own elaboration according to: [3], p. x)

Example: name tag method

Chart no. x: Chart title

(Source: Own elaboration according to [XXXX])

TABLE

- The table title, including numbering, is always given above the object.
- The source of the figure is given above or below the object (the same format must be followed throughout the work).
- The alignment is on the left.
- Font size is 10, title is in bold, source is in regular font.

Citation of tables is done using the same methods as citation of graphs and figures.

³ Own elaboration according to: Last name, *Title*, Year, Page.