# Guidelines for writing master's theses at FAFNR





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## **INTRODUCTION**

The aim of these guidelines is to make it easier for students of the Faculty of Agrobiology, Food and Natural Resources (FAFNR) of the Czech University of Life Sciences in Prague to write their theses. Master's studies at the faculty are completed via the final state examination (hereinafter referred to as FSE), which includes the defence of the thesis. By elaborating and defending the master's thesis, the student has to demonstrate mastery of university studies, relationships between disciplines, scientific methods of work and the ability to formulate problems, take positions on them and draw the necessary conclusions.

In this document, you will read not only about the basic recommendations for writing scientific texts, which a thesis should be, but also about common mistakes that students make and which are better to avoid. This manual has been prepared in accordance with the Rector's Directive No. 5/2017 "Rules for commissioning, processing, submitting, archiving and publishing bachelor's and master's theses at CZU". However, the directive also contains other important rules for writing theses (language of the thesis, supervisors from other faculties, plagiarism check, etc.) and we recommend reading it.

#### **ASSIGNMENT AND SUPERVISION OF THE MASTER'S THESIS**

Master's thesis topics are announced by the FAFNR departments via the University Information System (UIS) (https://is.czu.cz). *The student is obliged to choose a thesis topic that corresponds to the studied programme/field.* In case of ambiguity, the student should contact the supervisor of the programme.

The main goal of the master's thesis is to learn the basic skills of the methodology of creating scientific publications, especially how to:

- work with scientific texts (searching for literature, citations, writing),
- correctly formulate hypotheses or scientific objectives of the work,
- design data collection appropriately,
- analyse data and carry out appropriate statistical testing of proposed hypotheses,
- adequately present the results of own work,
- interpret results and discuss them in the context of current knowledge.

The thesis topics are based on the programmes/fields of study at FAFNR and are in the form of:

- experimental work based on the student's scientific work,
- **project** elaboration of a specific project proposal (building, landscape, garden), technology, workflow, etc.

Students choose their thesis topic during the winter semester of the first year. By the end of the semester, the student has to clarify the assignment with the supervisor, for which he/she receives credit. *The student chooses a topic that corresponds to his/her field of study (programme) from the topics listed by the individual departments via the UIS.* He/she applies for an audition or directly approaches the relevant teacher, or submits his/her own proposal to the supervisor/department, which may not be accepted.

The assignment must be processed in UIS by the end of June at the latest. The cooperation of the supervisor and the student leads to the proper completion of the "Thesis Assignment"; the "Thesis Objectives" field must contain the hypothesis(es) of the thesis or other adequate means of illuminating the scientific objectives of the thesis; the "Bibliography" field must contain at least three citations of scientific foreign-language literature, written in English. The student may be awarded credit for the thesis in the 1st year SS only if the "Thesis Assignment" contains all the requirements (how to complete the thesis assignment - see Appendix I) and the student demonstrates his/her ability to apply the acquired professional knowledge, professional skills and general competencies in English or another world language, if the MT supervisor is able to verify such knowledge.

"Thesis assignment" is approved by the thesis supervisor, the head of the department and the dean of FAFNR. The programme guarantor or relevant vice-deans may comment on the thesis assignment. Without a duly approved assignment, it is not possible to apply for the FSE. The thesis supervisor continuously monitors and consults the progress of the thesis and checks the progress of the student's work. *The "thesis assignment" is part of the Final State Examination Record and is therefore not part of the thesis itself (it is not bound or inserted into the thesis).* 

The submission of the thesis within the deadline according to the FAFNR study schedule is a condition for the completion of the FSE. It is not possible to submit the master's thesis after the deadline.

# HOW TO WRITE A MASTER'S THESIS

Working on a thesis is a long-term process. Both the research (project) itself and the writing of the thesis require a certain level of knowledge and therefore a long-term study of the relevant scientific literature is essential. It is the quality of the thesis, not the quantity, that is ultimately evaluated and determines the success of the thesis. Therefore, the number of pages is not an important measure; essential is the quality of the thesis content.

To write a quality thesis, it is important to regularly work with a supervisor who consults on the content of the thesis, the suitability of literature sources, scientific methods and writing style. With your supervisor, develop a plan for the thesis, which you will then follow. Sometimes a professional consultant is invited to collaborate, especially if the topic of the thesis is outside the supervisor's area of expertise.

Always give your supervisor plenty of time to read and assess your work. *But always read the work thoroughly yourself before sending it to your supervisor.* The text must be written in a way that is understandable even to readers who are not experts in the field. Avoid overly long sentences, where the reader does not know at the end of the sentence what was said at the beginning of it. Watch out for editing, typos and grammatical errors. A friend or family member can also help you revise the text. Please read the printed version carefully before submitting your thesis.



#### Základní pravidla psaní odborných textů v češtině

The thesis as a whole and the individual paragraphs should have a clear structure and layout. The first sentence of the paragraph introduces the reader to the issue and the following sentences develop the idea further. The thesis must be written in written British English (in first person or in passive) and in professional language.

The generally applicable principles of botanical and zoological nomenclature (see Appendix III) must be followed in the preparation and editing of the thesis.

#### Thesis format

- The recommended font type is Times New Roman or Calibri, size 12 points.
- Line spacing is recommended at 1.15.
- Page margins: top 2.5 cm, bottom 2.5 cm, left 3.5 cm and right 1.5 cm.
- It is recommended to print the work on both sides.
- The binding of the thesis is firm (cover bookbinding, thermal binding).
- Sample of the cover of the thesis (see Appendix II).

The formatted template for the master's thesis containing the basic chapters is available for download in \*docx format (MS Word) in the Study Documents of FAFNR (https://www.af.czu.cz/en/r-9372-study/r-9482-study-documents). We strongly recommend using this template.

#### Use of citations

FAFNR has uniform and binding rules for citations and references. The student may choose, by agreement with the supervisor, from two templates based on the rules of ISO 690 and the style of the scientific journal Conservation Biology. These rules must be followed, including the correct use of all dots, commas and brackets, etc. The rules for creating citations and lists of references used for FAFNR are available in the Faculty's Study Documents (https://www.af.czu.cz/en/r-9372-study/r-9482-study-documents).

It is important to check that all references listed in the reference list are used in the text and, conversely, that the cited references are not missing from the reference list. If the supervisor or the reference finds inconsistencies in the reference list, this is considered a serious error.



#### Structure of the master's thesis

Master's theses have a structure described below:

- Title page
- Declaration
- Acknowledgements
- Abstract
- Contents
- Text part of the thesis (see below)
- List of tables and list of figures (and graphs) optional
- List of abbreviations and symbols used in the thesis optional
- Separate appendices

# Text part of a master's thesis, which is a scientific work (includes own research), has the following chapters:

- 1) Introduction
- 2) Scientific hypothesis and objectives of the thesis
- 3) Literature review
- 4) Materials and methods
- 5) Results
- 6) Discussion
- 7) Summary
- 8) List of references

Text part of a master's thesis, which is a project, has the following chapters:

- 1) Introduction
- 2) Aim of the thesis
- 3) Literature review
- 4) Evaluation of supporting data
- 5) Own project
- 6) Discussion
- 7) Summary
- 8) List of references

# **INDIVIDUAL PARTS (CHAPTERS) OF THE THESIS**

The structure of the master's thesis depends on the type of work (scientific - experimental, project). The description of the individual parts of the thesis is designed in general for all theses.



#### **Title page**

On the title page, your full name, the full name of your supervisor, including titles and, if applicable, your advisor's, the title of the thesis, the year of submission and the location (i.e., university and faculty). We recommend that you include all names including titles. We recommend using the formatted template in the FAFNR Study Documents (https://www.af.czu.cz/en/r-9372-study/r-9482-study-documents).

#### **Declaration**

Students must sign a statement that they have written the thesis independently and that all sources are properly cited. For the binding format, see the Template for Diploma Thesis on FAFNR website:

https://www.af.czu.cz/en/r-9372-study/r-9482-study-documents

#### Acknowledgements

Here you can thank everyone who helped you with your work. Don't forget your supervisor and consultant. Here you should also mention the sources of funding for the work (grants). Although it may not seem like it, quite a few people read the acknowledgements, so don't forget anyone. However, there is no need to go into lengthy detail; text of up to ten lines is usually adequate

#### Abstract

Each thesis must contain an abstract in English. The title of the thesis and keywords must also be included. The abstract is one of the most important parts. It represents the whole thesis; it should be clear to the reader what the thesis deals with and what its outcomes are.

The abstract summarizes the whole work, including the objectives, methodology, most important results and conclusions. It is also important to mention the contribution of the thesis to science. For this reason, abstracts are written at the very end, before submission.

Approximately 5 keywords or phrases are provided for the abstract (e.g., precision agriculture, *Gladiolus imbricatus*). The keywords should better define the focus of the thesis and therefore it is not appropriate for them to be identical to the words that appear in the title of the thesis.

An abstract must be one page in length. The recommended length is 200-350 words. Abstracts should be written in the past tense.

#### Contents

Individual chapters of the thesis arranged in a decimal sorting system that gives an idea of the hierarchy of items (1, 1.1, 1.2, 1.3, 2, 2.1, etc.). We recommend using the master's thesis template in the FAFNR Study Documents (https://www.af.czu.cz/en/r-9372-study/r-9482-study-documents), which generates the content automatically.



#### Introduction

The introduction should give the less informed reader a basic introduction to the subject. It usually states why it is important to address the issue. This chapter already contains information from literature sources and citations are used. The usual length of the introduction is one page.

#### Scientific hypothesis and objectives of the thesis

This chapter states the hypothesis(es) of the thesis or otherwise adequately illuminates the scientific objectives of the thesis. The objectives must indicate what new things your thesis will bring and what it is intended to achieve. Remember that objectives are written in the past tense.

A scientific hypothesis is a claim that is stated in a way that allows it to be disproved by a test. Not just any claim, but a claim that is based on previous experience, on the continuity of scientific development, and is not trivial.

Hypothesis is not:

- "You can fit 10 angels on the tip of a needle": not testable.
- "How many fish live in Lake Baikal?": the hypothesis must not be formulated as a question.
- "We believe that the lead content in the fish of Lake Baikal is above the limit": poorly worded; it is a conjecture.
- "The grass is green": a trivial (so-called "strawman") hypothesis.

A hypothesis is not a description of the current state of knowledge, nor is it an overly complex statement with many variables and unclear relationships between them.

Although it cannot be formulated as a question, it is often easier to formulate a research question first and then reformulate it into a hypothesis based on further investigations. In justified cases, the hypothesis can be changed in the course of further research. It is best to formulate the hypothesis as a simple statement that can be answered by a simple 'yes' or 'no'. It is appropriate if all the variables used in the hypothesis are measurable variables.

The validity of a hypothesis can never be proven, it can only be confirmed or refuted (most hypotheses are so-called inductive, which depend on the amount of observations and the higher the amount, approaching the basic set of phenomena affected by the hypothesis, the stronger it is confirmed). Thus, one cannot conclude a study by stating "the hypothesis has been proven", but only "the hypothesis has been confirmed (read: "not disproved") or "the hypothesis has been disproved" (in the case of testing a null hypothesis against an alternative hypothesis, this result is often expressed as "the hypothesis has not been confirmed", based on some probability of a type 1 error) or "the hypothesis has been refined".

#### Literature review

Summarize current knowledge on the topic in a literature review. This does not mean that the work must cover all the knowledge of the world. A master's thesis is not a competition for the largest number of pages. Again, less is sometimes more, and quality (not quantity) will determine the outcome of the evaluation of the thesis.



The aim of the review is to list the most important information from scientific and professional literature (*especially primary sources - Web of Science - WOS or Scopus databases* - see professional databases https://lib.czu.cz/en/r-11105-academic-databases/r-11289-reference-managers; usually not scripts or bachelor's or master's theses) and to compare them with each other, critically evaluate them and combine them into a coherent text. It is a good idea not to focus only on knowledge about a given species, taxon, mechanism, region, etc., but to put this information in context with information about other species, taxa, mechanisms, regions, etc. It is also important to clearly point out gaps in knowledge in a particular area. It must be clear from the text whether you are writing about facts (scientifically verified results) or whether this is speculation or the authors' opinions (e.g., from the discussion of articles).

It is always good to give some specific information. It is therefore not appropriate to write general sentences such as "Wild bees have been studied by Reading et al. (2000)", because such a sentence does not communicate anything specific to the reader. Much better is a formulation such as "Reading et al. (2000) observed wild bees in the Šumava National Park and found that the average swarm size was about eleven thousand individuals."

The whole text must have a rational layout (outline) and the individual chapters, paragraphs and sentences must be logically connected. You are writing a scientific paper as a "story". The focus of the paper is therefore the formulation of the objectives and the actual results of the work, whether it is the result of a literature review or the verification of scientific hypotheses from your own research or project. The literature search should gradually work towards the achievement of the stated objectives, in particular by identifying a lack of knowledge on a particular topic that you intend to highlight with your work or even fill with your own research (project).

You can also include some comprehensive summary of the findings in the form of a table. However, larger tables are better placed as a separate appendix.

The literature review is the basis for discussing the results of the thesis in the Discussion chapter. Commenting on the same or different conclusions from different publications.

Literature review can be written in the present or past tense.

#### **Materials and methods**

This part should be very precise. You need to describe all the methods used and the conditions of the origin of the work. The information should allow you to repeat the experiment/project. The chapter includes the characteristics of the object, the natural conditions, a description of the experimental material (number of samples), the methodology of the experiment as well as the methodology for processing the results, the characteristics of the instrumentation used and other details. It is necessary to describe the statistical methods and computer programs used.

The *use of statistical methods is necessary* in experimental work. This chapter is written in the past tense.

#### **Evaluation of supporting data**

This chapter is only relevant for project works. It is a critical assessment and evaluation of the baseline site condition and project circumstances. It describes the location where the project will be



implemented, any relevant circumstances, context that may affect the success of the project. This chapter is written in the past tense.

#### **Results**

This part of the thesis should be concrete and conclusive. Carefully consider which part of your results should be presented in the Results chapter. In principle, results that provide answers to your scientific hypotheses/objectives should be presented. Basic data (e.g., tables of measured variables or genotypes of individuals) are preferably included in the Appendices of the thesis or on the accompanying CD (DVD). The results do not include comparisons of your own results with those of other authors or your own opinions, thoughts, explanations.

Keep in mind that charts (figures) tend to express trends (ideas), while tables display data (numbers). Do not mention obvious data from tables again in the text. Also be careful of duplication of data contained in tables and graphs. However, each table and chart must be referenced in the text (simply: a table shows data that must be referenced in the text). Charts are usually referred to as figures.

**Example:** As is significant in Fig. 1, the wild bee population has declined by a tenth in the last fifty years. or The population has declined by one-tenth in the last fifty years (see Fig. 1).

Tables and figures should be numbered and arranged in numerical order (meaning that Table 1 appears earlier in the text than Table 2).

Pay attention to the legends of the figures and tables. They must be self-explanatory and the text descriptions of axes and legends should be accurate. Tables should be as simple as possible. The use of invisible vertical lines is recommended, and the number of horizontal lines should be kept to a minimum.

Of course, you can use coloured charts or tables. However, simplicity is recommended. It is sufficient if you use only black and white (of course, this may not apply to all charts or photos). If you use colour charts, they should also be distinguishable in black and white (if possible).

You should write your results in the past tense. You can write in the plural (*we found that* ...) or in the passive tense (*it was found that* ...).

Remember that this section is also a text, not a summary of tables and figures or a short summary of statistical tests. You must describe the results in full text and in complete sentences.

#### **Own project**

**This chapter is only relevant for project works.** It may take the form of: a) methodology, b) structural design, c) architectural design, d) technological design, e) design of business entity's activities, f) computer program.

The specific project contains a proposal for a solution that follows from the previous pages of the master's thesis. Methodological theses contain a clear and precise methodology, structural and architectural theses include elaborate structural design assemblies or complete drawings, business proposals include an economic balance sheet (business plan), technological proposals describe



specific production or breeding procedures, computer programs include functional versions with instructions - manuals.

A substantiated economic evaluation is an essential part of any project.

#### Discussion

Don't underestimate the Discussion section. It is the most important part of the thesis, and therefore the most difficult. Writing of a good discussion requires a great deal of time. The discussion must be written in the context of the whole thesis and must be related to the introduction and structure of the literature review and other chapters of the thesis.

It is good to start with an explanation of the results. This does not mean repeating the results but interpreting them. Explain WHY you found the results; you can refer to parts of the text from previous chapters or previous tables or figures (graphs).

The discussion must also show how your results reflect current knowledge of the subject. Discuss the agreement of the results with previously published results and also the differences between them. Explain the originality of your results. If there is any discrepancy between the results and those of other authors, you must explain why this is possible.

Example: Zhirnov and Ilyinsky (1996) report a smaller average group size of wild bees than this study. However, their research was conducted in a different season.

Remember that you defined your hypothesis and objectives at the beginning of your research. These need to be answered. You can also recommend a direction for further research based on the results. Use the findings presented in the Literature Review chapter for your discussion. A separate part of the discussion for theses with direct economic significance must be an economic evaluation of the proposed recommendations for practice, or an assessment of the environmental aspects. The Discussion chapter is always separate from, and not linked to, the Results chapter. This chapter is written in the present or past tense.

#### **Summary**

In this chapter, you will summarise the most important facts that you have discovered through your own experiment or project. Do not forget your defined hypotheses/objectives. This is the place to summarize if they have been confirmed/refuted. Also briefly mention what new insights and conclusions your work has brought. This is also the space for your recommendations for practice and further research. Do not repeat facts from the methodology, results or other chapters. Conclusions are written in the past tense.

#### List of references

References are listed alphabetically (A to Z) according to the surname of the first author. A master's thesis must have a minimum of 50 relevant entries (hobby websites or popular books and journals not citing the sources of their claims are not considered relevant entries). It is important to use primary sources from professional databases (**Web of Science - WOS or Scopus** - see professional databases



https://lib.czu.cz/en/r-11105-academic-databases/r-11289-reference-managers), which can be accessed from anywhere. For further binding information see **Use of citations** (page 5).

#### **Individual appendices**

Larger tables and additional figures (graphs) are better presented as appendices. Appendices should be paged separately and in a different style from the body of the thesis. Roman numerals are usually used for page numbering. For figures (photographs) taken, the source should be indicated, and the full citation should be given in the reference list. If the image (photograph) is downloaded from the Internet, the address should be given below the image (however, this address should not be included in the reference list). The title "Appendices" should not be written in the table of contents.

## **TABLE AND FIGURE**

Tables and figures (including graphs) can be placed directly in the text part of the thesis, but there must always be a reason for this. It is therefore essential that some text refers directly to the figure or table (e.g., "The distribution of wild bees is shown in Figure 1" or "The reproductive period of bees varies depending on the area of occurrence (see Table 1)"). All tables and figures must be numbered in order of occurrence (tables separately and figures separately). Graphs may be labelled as Figures or may be referred to as Charts with their own number series.

All tables and figures must be captioned. **The table caption is placed above the table, the figure caption is placed after (below) the figure**. You can use full words (Table, Figure, Chart) or abbreviated forms (Tab., Fig.) for the title, but the style must be consistent throughout the thesis. When using coloured figures, bear in mind that if they are printed in shades of grey only, their legibility may be impaired.

The language and style of tables and figures must be the same as the language and style of the document. The source of all tables and figures should be acknowledged (e.g., by citation, by stating the author or by stating 'adapted from...', etc.).

#### **SUBMISSION OF THE THESIS**

Before printing the thesis, check the pagination one last time and update the table of contents. The thesis should be submitted in **two** hardbound copies. Print the work double-sided.

Be sure to sign the statement as well. You must also upload the thesis to UIS within the deadline. In order to submit the thesis to UIS, you must complete all necessary information via the "Insert additional information" page, upload the thesis in the "Insert thesis and attachments" section and confirm the submission of the thesis in the "Submit the thesis" section. The printed thesis and the UIS version must be identical.

All deadlines for the submission of work specified in the current study schedule are binding and **late submission cannot be tolerated**.

The master's thesis binding may be of any colour. A sample of the cover is given in Appendix II.





# MT GUIDELINES - APPENDIX I – HOW TO COMPLETE A THESIS ASSIGNMENT

The assignment is created *in the UIS application (is.czu.cz)*. The assignment can be edited by the supervisor or the student. It depends on the agreement between the supervisor and the student who will create the assignment. However, the assignment must always be consulted with the supervisor and follow his/her recommendations.

In addition to the title of the thesis in English, the following information is required:

#### • Language of the thesis:

It is stated in the assignment and is binding for students. The language of the thesis is determined by the accreditation of the study programme, unless otherwise permitted.

#### • Objectives of the thesis:

The formulation of the objectives of the work is very important. It starts with a more general (main) objective and then the individual, sub-objectives of the thesis are formulated. Here it is also useful to state what new things the thesis will bring. The recommended length of this section is 300 to 400 symbols including spaces.

#### • Methodology:

Here we describe the methods used to achieve the stated aims of the thesis. The number of samples, description of the experiment, type of data to be collected, period and location of data collection, special tools and other information will also be briefly mentioned. The planned statistical methods to be used to evaluate the results of the thesis and the timetable for writing the thesis and collecting data should also be included. In the timetable, it is recommended not to list specific years (2019, 2020...), but to indicate the year of study and the month; also taking into account possible interruptions of the study or repeating a year. The recommended length of this section is 500 to 700 symbols including spaces.

#### • Recommended scope of work:

The minimum length of the thesis is 40 pages of text. The scope or this minimum number of pages can be specified.

#### • Keywords:

Five to six key words or phrases are given (e.g., precision agriculture, Gladiolus imbricatus). Key words define the topic of the thesis more precisely, so it is not appropriate to repeat words that already appear in the title of the thesis.

#### • Recommended literature sources:

Usually, 5-10 literature sources that are central to the topic of the master's thesis are included.

#### • Preliminary date of defence:

Since master's theses are usually assigned in the first year, the tentative date for the defence is May/June of the following year.



# $\label{eq:main_state} \textbf{MT} \ \textbf{Guidelines} \ \textbf{-} \ \textbf{Appendix} \ \textbf{II} \ \textbf{-} \ \textbf{Cover} \ \textbf{of thesis template}$

Czech university of life sciences in Prague Faculty of agrobiology, food and natural resources



Faculty of Agrobiology, Food and Natural Resources

# **MASTER'S THESIS**

2021

Jan NOVÁK

The printed logo of the University on the cover is not compulsory. In 2021, both the old and the new logo of CZU can be used. The logo can also be separate without the text on the right



MT guidelines - Appendix II

# **MT** GUIDELINES - APPENDIX III

#### International rules of zoological nomenclature

- 1) The international rules of zoological nomenclature apply to all taxa from subspecies to superfamily. Names of taxa of a family group (superfamily, family, subfamily) are written in normal, capitalised (not italicised), initial letter and mandatory endings (in order: -oidea, -idae, inae, example: Empidoidea, Empididae, Empidinae).
- 2) Names of the genus are written in italics with a capital letter (*Empis*). The species name is italicised, the genus name is capitalised, and the species name is lower case (*Empis tesselata*). The name of the genus must always be given unabbreviated at least the first time, and in subsequent uses it may be abbreviated with one or two initial letters so as not to cause confusion between different genera beginning with the same letter (*E. tesselata*).
- 3) When the scientific name is used for the first time, the author of the species description must also be given, which is given without brackets if it is given in the original combination (*E. tesselata* Fabricius, 1794) and in brackets if it is given in combination with a genus name other than that given by the author when describing the species (*Rhamphomyia sulcata* (Meigen, 1804)).
- 4) If we mention a species in the text without specification, we write the genus name with the abbreviation sp. (*Rana* sp.), sp. = species; if we mention several species of the genus without specification, we write spp. (*Rana* spp.) after the genus name.

#### **International rules of botanical nomenclature**

In general, the rules of botanical nomenclature follow the International Code of Botanical Nomenclature and the International Code of Nomenclature of Cultivated Plants. Botanical nomenclature is independent of zoological nomenclature. Basic rules for the correct spelling of scientific names of taxa:

- 1) Scientific names of genera are always capitalized, even within a sentence (*Rosa, Pinus*). Generic adjectives (epithets) are written with a lower-case initial letter and are never written alone, but only in conjunction with the genus name (*Rosa canina, Pinus sylvestris*).
- 2) It is customary to write the names of taxa (species, genera, families, orders) in italics, but not the names of authors or their abbreviations (*Rosa canina* L., *Rosaceae* Juss.).
- 3) The designation of the taxonomic hierarchical level (sect., sp., subsp., var., f.) is not italicized (*Juniperus communis* L. subsp. *communis*), nor is the designation of hybrids (×).
- 4) Cultivar names are attributed in single quotation marks at the top and are not italicized (*Pinus sylvestris* 'Fastigiata').
- 5) If the submitted master's thesis is not taxonomic the names of plants need to be with the abbreviations of authors for taxa.
- 6) If we mention a species in the text without specification, we write the genus name with the abbreviation sp. (*Rosa* sp.), sp. = species; if we mention several species of the respective genus without specification, we write spp. (*Rosa* spp.) after the genus name.

English taxon names are not italicized, but in normal font (dog rose, rose family).

