

# Appendix IV - Writing a Dissertation

## Basic Steps in the Creation of a Dissertation

- Literature review—repeated during the process, searching for relevant information in monographs, chapters in collective monographs, articles in academic journals, other dissertations, and catalogues from important congresses of recent years
- Plan for the study of the literature — an overview of the literature and determination of the order of study of individual titles
- Adoption of a system for archiving sources —it is useful to take advantage of new technologies (from Word Notes to iPad applications, and extended AdobeReader functions such as PDF document tagging, etc.)
- Adoption of a system for archiving and creating bibliographic references — manually (for example, using the Word resource management function), or with specialised programs (e.g., EndNote)
- Creation of an abstract and extended abstract for every part of the dissertation before beginning to write the actual text —thinking through before writing
- Using parts of your ongoing research in the form of conference papers
- Continuous use of opportunities for feedback: participation in summer schools, workshops...

## Citation Systems in Academic Texts

Professional publishing platforms choose from existing, well-established referencing styles.

There are several basic styles whose names reflect the institutions or resources that developed/expanded them. They are usually professional associations that publish academic journals. Preferences for individual styles vary by discipline.

In all styles, however, a reference is made in the text, either directly to a name or to a numeric index (consecutive or recurrent), which is linked to a separate list of sources (either below the line on the page (footnote) or following the text (endnote)).

## Main referencing styles in Media and Communication Studies

- Harvard
- APA (American Psychiatric Association)
- MLA (Modern Languages Association)
- Chicago (Chicago Manual Style)

In the Czech context, the ISO 690 standard governs citations, references, and the way in which final lists of literature are created. More information here: <https://knihovna.fsv.cuni.cz/rady-navody/jak-proc-citovat>