
Templates, fonts and export to PDF/A

Templates may be used as an aid for formatting. Check that they contain the current name of the University and Faculty, the correct thesis details, and all requirements under the applicable regulations. For the technical requirements for submission, the current rules on the "Final Theses" page are decisive.

Templates

We recommend using **document templates** prepared in accordance with the required principles and the recommendations in the Manual. Templates are available for the two most widely used word processors, LibreOffice (using the same format as OpenOffice) and MS Word (version 2003), in versions for both single-sided and double-sided printing and with Libertine as the basic font (recommended; available for download below), Times New Roman (a traditional MS Windows system font), or another serif font. For economic and environmental reasons, we recommend printing written work double-sided.

Templates for double-sided printing

(Mirrored pages with different inner and outer margins)

- [LibreOffice / OpenOffice template for double-sided printing - Libertine font](#)
- [LibreOffice / OpenOffice template for double-sided printing - Times font](#)
- [MS Word template for double-sided printing - Libertine font](#)
- [MS Word template for double-sided printing - Times font](#)

Templates for single-sided printing

- [LibreOffice / OpenOffice template for single-sided printing - Libertine font](#)
- [LibreOffice / OpenOffice template for single-sided printing - Times font](#)
- [MS Word template for single-sided printing - Libertine font](#)
- [MS Word template for single-sided printing - Times font](#)

Fonts

Final theses should as a rule use a **serif (serif) font**, see the Manual, section 3.3.

Links to high-quality fonts available free of charge in Unicode, recommended for written work:

- **Libertine**
A recommended alternative to Times New Roman and other system fonts. This is a high-quality typeface containing polytonic Greek and vocalized Hebrew, complemented by the sans-serif font Biolinum, with which it combines well (the sans-serif font may be used for headings or captions). The OTF version can be downloaded [here](#).
[Project website](#)
- [SBL](#) - high-quality Hebrew and Greek fonts commissioned by the Society for Biblical Literature

Exporting files to PDF/A

- The main text of the final thesis must be submitted through SIS in **PDF/A**, a format intended for long-term archiving. The recommended variants are **PDF/A-1a**, **PDF/A-2a**, **PDF/A-2u**, **PDF/A-3a**, **PDF/A-3u** and **PDF/A-4**. Use software that supports export to PDF/A to create the file.
Simply saving the document with the .pdf extension does not guarantee that the required format has been met.
- When saving the file, follow the [Instructions for submitting a qualifying thesis on the Charles University website](#) and verify that the submitted file meets the required PDF/A format. (Please note that these instructions still contain references to older regulations and a narrower list of PDF/A variants; the current requirements of Rector's Measure No. 43/2026 referred to above are decisive.)
- PDF/A can be created, for example, by exporting from [LibreOffice](#), provided that you select the appropriate PDF/A variant.