

Rules for academic citations, quotes and bibliographic references at FAFNR, ČZU in Prague

In effect from 2018

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INTRODUCTION

There are two available sets of rules for academic citations at the Faculty of Agrobiology, Food and Natural Resources (FAFNR). The writer can apply rules set by ISO 690 that are in effect from April 1, 2011. Here is more information: https://en.wikipedia.org/wiki/ISO_690 The other option is to follow the examples provided in this document. This alternate set of rules is based on the writing style guide of the scientific journal *Conservation Biology*. The student's thesis supervisor decides which set of rules will be used in a student thesis. The rules' usage will remain consistent throughout the thesis.

The rules apply to all academic writing including essays written in class as well as students' dissertation theses, bachelor's theses and diploma theses. The rules also apply to staff writing and are set by the supervisor. The provided examples are mandatory and cannot be modified.

When quoting other people's work directly in the text, both sets of rules adhere to the Harvard style, where the name of the author and the year of publication of the cited source are provided in the following form: name-date (in round brackets). If the quoted author is mentioned directly in the text, only the year of publication is provided in the round brackets.

When writing papers, it is mandatory to follow the rules exactly, including proper use of punctuation marks such as commas, semicolons, colons, and so on. Information such as the title of the publication or place of publication has to be provided in the source language of the cited publication.

Although you will find several reference types in the citation rules, you always need to take into account which source is appropriate for writing a credible scholarly paper of appropriate quality. This last recommendation is particularly relevant to books and online sources. All student writing has to be based on primary sources of information.

Each and every submitted paper is checked for plagiarism and AI generated writing by www.turnitin.com.

CITATION RULES

A) How to quote directly in your text

Under this citation rule, author(s) surname(s) and the year of publication are provided in parentheses after the cited text. There is *no* comma between the surname of the author(s) and the year of publication.

If there are two authors, an ampersand symbol (&) is placed between the names. On an English-language keyboard you can insert this symbol by pressing Shift + 7. If there are more than three authors, only the first author is named followed by the abbreviation et al. Even though this term is from Latin, it is *not italicized* according to this citation style.

If more than one publication provides the same information, they are listed in one bracket. Individual citations are then separated by a *semicolon*. The order of the citations in brackets is *chronological*, from the oldest to the most recent publication.

The citation can also be used directly in the text when the authors' surnames are part of the sentence. Only the year of publication is then provided in the brackets. If there are three or more authors, only the first listed author's surname is provided and is followed by the abbreviation et al.

Examples:

According to Brindley et al. (2009), more than two billion people world-wide of suffer from, or are at direct risk of helminthiasis, with gastrointestinal helminths affecting the largest percentage of people (Cantacessi et al. 2012).

The anterior cephalic portion, which is significantly thinner and represents about two-thirds of the length (Taylor et al. 2007), is embedded in the intestinal epithelium by way of a cellular syncytium, from where the thin-headed worm obtains nutrients from blood, intestinal contents or tissue of the host (Zainab & Khan 2016).

The rest of the body is wider and houses other organs, including reproductive organs, protrudes freely into the lumen of the intestine, facilitating copulation and subsequent egg production (Anderson 2000; Volf & Horák 2007). This part is straight or slightly curved in females, whereas in males it tends to be spirally curled (Taylor et al. 2007; Zainab & Khan 2016).

B) Bibliographic information (reference list)

References are listed alphabetically (A-Z) in the reference list. If a publication has more than ten authors, only the surname of the first author and the abbreviation et al. (Smith J, et al.) are mentioned in the list.

I. *Printed monographs (books)*

How to for books:

First listed author's surname is followed by initials of her/his first and middle names, surname of the second author is followed by initials of her/his first and middle names. Other authors (up to ten authors) follow in the same format. Year of publication. Publication Title. Publisher, place of publication.

Examples:

Kleiman DG, Thompson KV, Baer CK. 2010. *Wild Mammals in Captivity: Principles and Techniques for Zoo Management*. University of Chicago Press, Chicago.

Rischkowsky B, Pilling D. 2007. *The State of the World's Animal Genetic Resources for Food and Agriculture*. Commission on Genetic Resources for Food and Agriculture, Food and Agriculture Organization of the United Nations, Rome.

Schaller GB. 1998. *Wildlife of the Tibetan Steppe*. University of Chicago Press, Chicago.

Example if the author is an organization:

World Bank. 2012. *World Development Indicators 2012*. World Bank Publications, Washington, D.C.

II. Separate chapters in printed monographs and contributions from conference proceedings

How to for book chapters and conference contributions:

First listed author's surname is followed by initials of her/his first and middle names, surname of the second author is followed by initials of her/his first and middle names. Other authors (up to ten authors) follow in the same format. Year of publication. Title of the chapter/paper. Page range of the chapter/paper.

First listed editor's surname is followed by initials of her/his first and middle names, surname of the second editor is followed by initials of her/his first and middle names. Other editors (up to ten editors) follow in the same format. Year of publication. Title of the monograph/conf. proceedings, Publisher, Place of publication.

Examples:

Asa CS. 2010. Reproductive Physiology. Pages 411-428 in Kleiman DG, Thompson KV, Baer CK, editors. *Wild Mammals in Captivity: Principles and Techniques for Zoo Management*. University of Chicago Press, Chicago.

Chaloupková P, Vašíček R, Petrtýl M, Kalous L. 2012. Marketing Challenges of Inland Fisheries in Cambodia. Page 40 in Fernández Cusimami E, Banout J, editors. 6th Scientific Conference of Institute of Tropics and Subtropics. *Sustainable Use of Natural Resources in Tropics and Subtropics*. Institute of Tropics and Subtropics, Czech University of Life Sciences Prague, Prague.

Hartmann AE. 2002. Nitrogen Metabolites and Renal Function. Pages 378-391 in McClatchey KD, editor. *Clinical Laboratory Medicine*. Lippincott Williams & Wilkins, Philadelphia.

note: if there is only one editor, he/she is mentioned only in the singular ("editor")

III. Articles in periodicals (journals and magazines)

Although scientific articles are nowadays searchable through online databases and available online and in PDF format, most articles are still published in the print version of a periodical. Therefore, the page range is still provided and most articles are cited from the print version of a periodical.

However, some publications are only online. In this case the page range has been replaced by an electronic publication number.

How to for printed periodicals:

First listed author's surname is followed by initials of her/his first and middle names, surname of the second author is followed by initials of her/his first and middle names. Other authors (up to ten authors) follow in the same format. Year of publication. Title of the periodical and **volume number** (in bold). Page range of the article.

Examples:

Abdel-Raouf M, Fateh El-Bab MR, Owaida MM. 1975. Studies on Reproduction in the Camel
(*Camelus dromedarius*): Morphology of the Testis in Relation to Age and Season. Journal of Reproduction and Fertility **43**:109-116.

El-Harairy MA, Attia KA. 2010. Effect of Age, Pubertal Stage and Season on Testosterone Concentration in Male Dromedary Camel. Saudi Journal of Biological Sciences **17**:227-230.

Khatir H, Anouassi A. 2006. The First Dromedary (*Camelus dromedarius*) Offspring Obtained from in vitro Matured, in vitro Fertilized and in vitro Cultured Abattoir-derived Oocytes. Theriogenology **65**:1727-1736.

Example of use in periodicals that publish only online (the reference is provided in the same way as for printed periodicals, only the page range is replaced by the publication number in brackets and the reference ends with the DOI [Digital Object Identifier]):

Brandlova K, Bartos L, Haberova T. 2013. Camel Calves as Opportunistic Milk Thefts? The First Description of Allosuckling in Domestic Bactrian Camel (*Camelus bactrianus*). PLoS ONE 8 (e53052) DOI: 10.1371/journal.pone.0053052.

Hunstanton V. 2008. Effects of Deep-sea Injection of Carbon Dioxide. PLOS Biology (e18776) DOI: 10.1371/journal.pbio.1001222.

IV. Final theses (bachelor, diploma, dissertation)

How to for final theses:

Surname of the author is followed by initials of her/his first and middle names. Year of publication. Title of the thesis [type of thesis]. (Je to tak správně? jj) University, place of publication.

Example:

Skálová I. 2011. Saliva crystallization in cattle [MSc. Thesis]. Czech University of Life Sciences Prague, Prague.

Zvěřina L. 2008. Investments from European Funds and Their Impact on Regional Development of Žďár Region [BSc. Thesis]. Masaryk University, Brno.

V. Websites

How to for online sources:

Names of authors/Name of institution. Year of publication. Title of page. Publisher, Place of publication (if known). Website (provide the month and year when the article was accessed).

Examples:

Erba Lachema Ltd. 2013. PHAN: Diagnostic Test Strips for Urinalysis. Erba Group. Available at www.eralachema.com (accessed December 2011).

FAO. 2013. FAOSTAT: Production - Live Animals. FAO, Rome. Available at <http://faostat.fao.org/> (accessed October 2013).

Hare J. 2008. *Camelus ferus*. IUCN Red List of Threatened Species. Version 2009 2. IUCN. Available at www.iucnredlist.org (accessed January 2010).

ITIS. 2012. *Camelus* Linnaeus, 1758. Available at www.itis.gov (accessed July 2012).

Ježková A. 2013. Livestock Nutrition and Safe Production. Profi Press, Prague. Available at: <http://naschov.cz/vyziva-hospodarskych-zvirat-a-bezpecna-produkce-2/> (accessed November 2013).

Yong E. 2012. Polar Bear Origins Revised - They're Older and More Distinct Than We Thought. National Geographic Partners. Available at <http://phenomena.nationalgeographic.com> (accessed November 2013).

VI. Patent documents

How to for patent documentation:

The surname of the applicant and the initial letters of her/his first and middle names. Year of issue of the patent document. Title of the invention. Issuing Office, Country. Patent number.

Examples:

Savage MT. 2004. Apparatus and method for heating subterranean formations using fuel cells. The United States Patent and Trademark Office, USA. US 6684948 B1.

Vojtěch D. 2008. Method of preparation of silicide protective layers on titanium, its alloys and intermetallics. Industrial Property Office of the Czech Republic. CZ 299621.

VII. Technical norms

How to for technical writing:

Designation of the norm. Year. Title. Publisher, place of publication.

Examples:

ČSN EN 62270. 2005. Automation of hydropower plants - Guidance for computer control. Czech Standards Institute, Prague.

ISO 14721:2003. 2003. Space data and information transfer systems - Open archival information system - Reference model. ISO, Geneva.

VIII. Legislative documents

How to for sections in printed form:

Administrative authority. Year of issue. Exact title. Page range. Title of the relevant set of legislative documents, place of publication.

Example:

Ministry of the Environment. 2004. Decree No. 696 of 21 December 2004 that defines the procedure for the detection, reporting and verification of emissions and greenhouse gases.

Pages 12306-12358 in Collection of Laws of the Czech Republic, 2004, No. 235. Czech Republic.

How to for a complete document:

Administrative authority. Year of issue. Exact title. Place of publication.

Example:

IUCN. 1973. Convention on International Trade in Endangered Species of Wild Fauna and Flora. Washington, D.C..

How to for non-print publication:

Administrative authority. Year of issue. Exact title. Place of publication. Document number.

Example:

Council of Europe. 1976. European Convention for the Protection of Animals kept for Farming Purposes. Strasbourg. CETS No.: 087.

INFORMATION FOR USERS OF CITATION MANAGERS

Citation managers offer features that can make your work with referencing and writing academic papers easier. Commonly, they can collect references from article databases, instantly format manuscripts and citations in different styles, create bibliographies, create and organize your personal research database for references, images, PDF files, and so on.

All students and faculty staff can use various citation managers:

Citation PRO - www.citace.com



ENDNOTE® basic

- EndNote Basic (formerly EndNote Web)

<http://myendnoteweb.com/>



- Mendeley - www.mendeley.com

Information and instructions for these citation managers can be found on the website of the ČZU Library in Prague - <https://lib.czu.cz/en/r-11105-academic-databases/r-11289-reference-managers>. The library also offers various training courses on how to search in specialized databases and how to use citation managers - <https://lib.czu.cz/en/r-11108-teaching-and-consultation/r-11110-seminars>

When using citation managers, use the following styles:

- **Conservation Biology**
- **Style APA from Google Scholar**

When importing publications into your citation manager database, you should always check that all data is accurate and correct any deficiencies in your database. Some references (often from Google Scholar or Google Books, for example) are not stored correctly by the provider.

In the citation manager, a new publication can be saved as a specific reference type (book, article, web page, etc.), so you need to choose the right type for the reference in order to generate it correctly. In most cases, the available reference types are Generic, Book, Book Section, Journal Article, and Web Page. Reference patterns for other types (for example patents) are often not available in a style, so the reference may not be generated correctly. Therefore, even when using citation managers, it is sometimes necessary to correct some minor details manually. However, the advantages of using citation managers outweigh their minor shortcomings.

Before the final submission of the thesis, it is recommended to convert all citations to plain text when disconnecting from the citation manager. You can then edit the citations and references just like other text, but you can no longer update references from your database in the citation manager. However, you always need to check the formatting of citations and references and make corrections where necessary.

Citation rules for academic writing in the English language

Faculty of Agrobiological Sciences, Food and Natural Resources, ČZU in Prague