



Czech University of Life Sciences Prague

**Faculty of Tropical  
AgriSciences**

## **Citation Rules**

**of the Faculty of Tropical AgriSciences,  
CULS Prague**

**for writing theses  
in English**

2017

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## INTRODUCTION

These are obligatory rules and patterns for the Faculty of Tropical AgriSciences (FTA) which has been approved by the Dean's College.

These rules apply to all seminar work, bachelors', masters' and doctoral theses, potentially to other productions of staff and students, if so decided by the superior. The templates presented are binding and cannot be individually edited.

The rules presented are based on the templates of two scientific journals. The preferred style remains that of indication of Author(s) and Year (based on the style of the Conservation Biology journal). However, the usage of Numbered style is more suitable in some cases (the style of the journal PLoS). The final decision which style is to be used, rests with the supervisor of the thesis.

During the writing of scientific texts, it is very important to follow the selected style including all punctuation - commas, semicolons, colons, etc. Information such as the name of the publication or place of publication is given in the original language of the cited publication. Each reference is always followed by a dot.

Although a lot of reference types are present in this paper, authors should consider precisely which type of reference is suitable for a scientific study of quality. This recommendation mainly concerns books and web pages. All scientific works (including students' theses) should be based on primary sources.

Every submitted thesis will be analysed for plagiarism. It is possible to check the concurrence before submission at web pages e.g. on [www.odevzdej.cz](http://www.odevzdej.cz) .

# AUTHOR & YEAR STYLE OF CITATIONS

## A) The format of citations in text

The last name (surname) of the author or authors and the year of publication are given after the cited text in parentheses. The name(s) and year are NOT separated by comma.

If there are two authors of the publication cited, the symbol « & » is provided between the authors. You can use the shortcut “Alt Gr + letter C” to insert the symbol. If there are three or more authors of publication cited, only the first author is mentioned and the text « et al. » is added. Do not italicize et al.

If the same information drawn from more publications, all citations are provided in a single bracket. Each citation is divided by a semicolon. The order of references in brackets is determined chronologically, this means from the oldest to the latest publication.

In some cases, the last name of the author is as a part of a sentence. The year of publication is placed after it in brackets. Use « and » between surnames of two authors in such case.

### Examples:

Wild yaks on the Tibetan plains can be observed from a distance of 5 km (Schaller 1998). Their domestication has been dated to 4,500 years ago (Rischkowsky & Pilling 2007) and it is relatively easy to breed them in zoos (Kleiman **et al.** 2010). ...

The reproduction of camels is determined by the seasons (Abdel-Raouf et al. 1975; Khatir & Anouassi 2006; El-Harairy & Attia 2010). In the Gobi desert, the rut takes a place from November till February (Schaller 1998). El-Harairy **and** Attia (2010) have also reported that concentration of testosterone is highest in the breeding season. ...

While Wild Bactrian camels are critically endangered (Schaller 1998; Hare 2008), according to FAO (2013), more than 20 million domestic camels are bred in Africa and Asia.

## **B) Format of the list of references (bibliography)**

References are listed alphabetically (A-Z). If there are more than 10 authors, use the first author name only and et al. (Howard G, et al.) instead of listing the names of all authors.

### ***I. Printed monographs (books)***

#### Reference pattern:

Last name of the 1<sup>st</sup> author and the first letters of his/her forenames, Last name of the 2<sup>nd</sup> author and author and the first letters of his/her forenames, . . . . Year of publication. Title of the book. 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 organisation:

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

### ***II. Particular chapters in books and contributions in conference proceedings***

#### Reference pattern:

Last name of the 1<sup>st</sup> author of the chapter/contributions and the first letters of his/her forenames, Last name of the 2<sup>nd</sup> author of the chapter/contributions and the first letters of his/her forenames, . . . . Year of publication. Title of chapter/contributions. Page(s) page range of particular chapter/contributions in Last name of the 1<sup>st</sup> editor of the book/proceedings and the first letters of his/her forenames, Last name of the 2<sup>nd</sup> editor of the book/proceedings and the first letters of his/her forenames, . . . , editor(s). Title of book/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. 6<sup>th</sup> 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 only one editor is mentioned, the singular is used (“editor”)*

### **III. Articles in scientific journals**

Even if scientific articles are commonly available online through databases and it is possible to download them in PDF format, the majority of articles are still published in printed versions of journals. Therefore the range of pages of the article cited is given in the article and also in the list of references.

However, some journals are published only online and the range of pages is replaced by the electronic number of article (see the example bellow).

#### Reference pattern for standard (printed) articles:

Last name of the 1<sup>st</sup> author of the article and the first letters of his/her forenames, Last name of the 2<sup>nd</sup> author of the article and the first letters of his/her forenames, .... . Year of publication. Title of the article. Journal name and **number of volume** (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-Hairiry 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 for journals published only in electronic version (the pattern is the same as in printed journals; only the page range is replaced by the el. number of article in brackets and the DOI is placed at the end):

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. Theses (bachelor, diploma, PhD)**

##### Reference pattern:

Last name of the author and the first letters of his/her forenames. Year of publication. Title of the thesis [type of the thesis]. University, Place of publication.

##### Example:

- Skálová I. 2011. Saliva crystallization in cattle [MSc. Thesis]. Czech University of Life Sciences Prague, Prague.
- Zvěřina L. 2008. Investice z evropských fondů a jejich vliv na regionální rozvoj Žďárska [BSc. Thesis]. Masarykova univerzita, Brno.

#### **V. Web pages**

##### Reference pattern:

Names of the authors are given according to patterns mentioned above (or the Name of the institution). Year of the publication. Title of the web page. Publisher, Place of publication (if known). Available from and web link (accessed month and year of access).

##### Examples:

- Erba Lachema s.r.o. 2013. PHAN: Diagnostic test strips for urinalysis. Erba Group. Available from [www.eralachema.com](http://www.eralachema.com) (accessed December 2011).
- FAO. 2013. FAOSTAT: Production - Live animals. FAO, Rome. Available from <http://faostat.fao.org/> (accessed October 2013).
- Hare J. 2008. *Camelus ferus*. IUCN Red List of Threatened Species. Version 2009 2. IUCN. Available from [www.iucnredlist.org](http://www.iucnredlist.org) (accessed January 2010).
- ITIS. 2012. *Camelus* Linnaeus, 1758. Available from [www.itis.gov](http://www.itis.gov) (accessed July 2012).
- Ježková A. 2013. Výživa hospodářských zvířat a bezpečná produkce. Profi Press, Praha. Available from: <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 from <http://phenomena.nationalgeographic.com> (accessed November 2013).

## **VI. Patent documents**

### Reference pattern:

Names of the inventors according to patterns mentioned above. Year of publication. Name of the patent. Issuing office, Country. Number of the patent.

### 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. Způsob přípravy silicidových ochranných vrstev na titanu, jeho slitinách a intermetalikách. Úřad průmyslového vlastnictví ČR, Česká republika. CZ 299621.

## **VII. Technical standards**

### Reference pattern:

Standard title with the number of the standard. Year. Descriptive title. Publisher, Place of publication.

### Examples:

ČSN EN 62270. 2005. Automatizace vodních elektráren – Pokyn pro řízení pomocí počítače. Český normalizační institut, Praha.

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

## **VIII. Legislative documents**

### Reference pattern – particular document in printed form:

The administrative authority. Year of publication. Title of document. Pages page range in Title of legislative collection, Place of publication.

### Example:

Ministerstvo životního prostředí. 2004. Vyhláška č. 696 ze dne 21. prosince 2004, kterou se stanoví postup zjišťování, vykazování a ověřování množství emisí a skleníkových plynů. Pages 12306-12358 in Sbírka zákonů České republiky, 2004, částka 235. Česká republika.

Reference pattern – whole document:

The administrative authority. Year of publication. Title of document. Place of publication.

Example:

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

Pattern for non-printed publications:

The administrative authority. Year of publication. Title of document. Place of publication. Number of document.

Example:

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

## NUMBERED STYLE OF CITATIONS

### A) The format of citations in text

Each reference has its own unique number in this style of citation. This number is written inside square brackets. These numbers are assigned to the citation according their order in the text. It means that the first citation is marked as [1]. Logically, the lower numbers will occur at the beginning of the thesis, while a mixture of high numbers and low numbers will occur at the end of text (the low numbers will belong to repeated citations).

If more publications give the same information, they are placed in the same square brackets. Each citation, precisely, the number of each reference is divided by comma (e.g. [1,2,5,12]). or by a hyphen in the case that you are using an uninterrupted numerical series (e.g. [12-15]).

It is also possible to use the names of authors directly in the text, if the names of the authors are a part of the sentence. The number of the citation will be placed behind the author's name. The word « and » is used whenever the article was written by two authors. Whenever the article was written by more than 2 authors, only first author is named and « et al. » is used (see examples below).

In fact, there is one disadvantage in this style. If you add a new citation to your text, you will need to renumber all the following citations in the text. Therefore, students don't use this type of citation very often; using a citation manager which renumbers citations automatically is advantageous (see chapter *Information for users of citation managers*).

#### Examples:

Wild yaks on the Tibetan plains can be observed from a distance of 5 km [1]. Their domestication has been dated to 4,500 years ago [2] and it is relatively easy to breed them in zoos [3]. ...

The reproduction of camels is determined by the seasons [8-10]. In the Gobi desert, the rut takes a place from November till February [1]. **El-Harairy and Attia [10]** have also reported that concentration of testosterone is highest in the breeding season. ...

While Wild Bactrian camels are critically endangered [1,14], according to FAO [15], more than 20 million domestic camels are bread in Africa and Asia.

## B) Format of the list of references (bibliography)

In this type of citation the references are listed by number from the lowest to the highest (according to the appearance of the citation within the text).

### I. *Printed monographs (books)*

#### Reference pattern:

Last name of the 1<sup>st</sup> author and the first letters of his/her forenames, Last name of the 2<sup>nd</sup> author and the first letters of his/her forenames,... (Year of publication) Title of the book. Place of publication: Publisher. Number of pages p.

#### Examples:

1. Schaller GB (1998) Wildlife of the Tibetan Steppe. Chicago: University of Chicago Press. 343 p.
2. Rischkowsky B, Pilling D (2007) The State of the World's Animal Genetic Resources for Food and Agriculture. Rome: Commission on Genetic Resources for Food and Agriculture, Food and Agriculture Organization of the United Nations. 511 p.
3. Kleiman DG, Thompson KV, Baer CK (2010) Wild mammals in captivity: principles and techniques for zoo management. Chicago: University of Chicago Press. 720 p.

#### Example if the author is an organisation:

4. World Bank (2012) World Development Indicators 2012. Washington, D.C.: World Bank Publications. 456 p.

### II. *Particular chapters in books and contributions in conference proceedings*

#### Reference pattern:

Last name of the 1<sup>st</sup> author of the chapter/contributions and the first letters of his/her forenames, Last name of the 2<sup>nd</sup> author of the chapter/contributions and the first letters of his/her forenames, .... (Year of publication) Title of chapter/contributions. **In:** Last name of the 1<sup>st</sup> editor of the book/proceedings and the first letters of his/her forenames, Last name of the 2<sup>nd</sup> editor of the book/proceedings and the first letters of his/her forenames, ... , **editors**. Title of book/proceedings. Place of publication: Publisher. **pp.** page range of particular chapter/contributions.

#### Examples:

5. Asa CS (2010) Reproductive Physiology. In: Kleiman DG, Thompson KV, Baer CK, editors. Wild mammals in captivity: principles and techniques for zoo management. Chicago: University of Chicago Press. pp. 411-428.

6. Wemmer C, Murtaugh J (1980) Olfactory Aspects of Rutting Behavior in the Bactrian Camel (*Camelus bactrianus ferus*). In: Müller-Schwarze D, Silverstein R, editors. Chemical Signals. California, USA: Springer US. pp. 107-124.
7. Chaloupková P, Vašíček R, Petrtýl M, Kalous L (2012) Marketing challenges of inland fisheries in Cambodia. 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. Prague: Institute of Tropics and Subtropics, Czech University of Life Sciences Prague. pp. 40.

*Note: If only one editor is mentioned, the singular is used (“editor”)*

### **III. Articles in scientific journals**

Even if the scientific articles are commonly available online through databases and it is possible to download them in PDF format, the majority of articles are still published in printed versions of journals. Therefore the range of pages of the article cited is given in the article and also in the list of references.

However, some journals are published only online and the range of pages is replaced by the electronic number of article (see the example bellow).

#### Reference pattern for standard (printed) articles:

Last name of the <sup>1st</sup> author of the article and the first letters of his/her forenames, Last name of the 2nd author of the article and the first letters of his/her forenames, .... (Year of publication) Title of the article. Journal name and number of volume: Page range of the article.

#### Examples:

8. 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.
9. 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.
10. 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.

Example for journals published only in electronic version (the pattern is the same as in printed journals; only the page range is replaced by the el. number of the article):

- 11.** 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.

#### **IV. Theses (bachelor, diploma, PhD)**

##### Reference pattern:

Last name of the author and the first letters of his/her forenames (Year of publication) Title of the thesis [type of the thesis]. Place of publication: University. Number of pages p.

##### Example:

12. Skálová I (2011) Saliva crystallization in cattle [MSc.]. Prague: Czech University of Life Sciences Prague. 64 p.
13. Zvěřina L (2008) Investice z evropských fondů a jejich vliv na regionální rozvoj Žďárska [Bc.]. Brno: Masarykova univerzita. 50 p.

#### **V. Web pages**

##### Reference pattern:

Names of the authors according to the patterns listed above or the Name of the institution (Year of publication) Title of the web page. Available at web link: Accessed date of access.

##### Examples:

14. Hare J (2008) *Camelus ferus*. IUCN Red List of Threatened Species Version 2009 2. Available at [www.iucnredlist.org](http://www.iucnredlist.org): Accessed 2010-01-06.
15. FAO (2013) FAOSTAT: Production - Live animals. Available at <http://faostat.fao.org/>: Accessed 2013-10-22.
16. Erba Lachema (2013) PHAN: Diagnostic test strips for urinalysis. Available at [www.erbalachema.com](http://www.erbalachema.com): Accessed 2011-12-18.
17. ITIS (2012) *Camelus* Linnaeus, 1758. Available at [www.itis.gov](http://www.itis.gov): Accessed 2012-07-18.
18. Yong E (2012) Polar bear origins revised – they're older and more distinct than we thought. National Geographic. Available at <http://phenomena.nationalgeographic.com/>: Accessed 2013-11-11.
19. Ježková A (2013) Výživa hospodářských zvířat a bezpečná produkce. Available at <http://naschov.cz/vyziva-hospodarskych-zvirat-a-bezpecna-produkce-2/>: Accessed 2013-11-10.

## **VI. Patent documents**

### Reference pattern:

Names of the inventors according to the patterns listed above (Year of publication) Name of the patent. Country: Issuing office. Number of the patent.

### Examples:

20. Savage MT (2004) Apparatus and method for heating subterranean formations using fuel cells. USA: The United States Patent and Trademark Office. US 6684948 B1.
21. Vojtěch D (2008) Způsob přípravy silicidových ochranných vrstev na titanu, jeho slitinách a intermetalikách. Česká republika: Úřad průmyslového vlastnictví ČR. CZ 299621.

## **VII. Technical standards**

### Reference pattern:

Standard title with the number of the standard (Year of publication) Descriptive title. Place of publication: Publisher. Number of pages p.

### Examples:

22. ISO 14721:2003 (2003) Space data and information transfer systems – Open archival information system – Reference model. Geneva: ISO. 141 p.
23. ČSN EN 62270 (2005) Automatizace vodních elektráren – Pokyn pro řízení pomocí počítače. Praha: Český normalizační institut. 72 p.

## **VIII. Legislative documents**

### Reference pattern – particular document in printed form:

The administrative authority (Year of publication) Title of document. Place of publication: Title of legislative collection. pp. page range.

### Example:

Ministerstvo životního prostředí (2004) Vyhláška č. 696 ze dne 21. prosince 2004, kterou se stanoví postup zjišťování, vykazování a ověřování množství emisí a skleníkových plynů. Česká republika: Sbírka zákonů České republiky, pp. 12306-12358.

Reference pattern – whole document:

The administrative authority (Year of publication) Title of document. Place of publication. Number of pages p.

Example:

IUCN (1973). Convention on International Trade in Endangered Species of Wild Fauna and Flora. Washington, D.C. 15 p.

Pattern for non-printed publications:

The administrative authority (Year of publication) Title of document. Place of publication. Number of document.

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 a lot of functions which make writing of scientific text and work with references easier. They can gather references automatically from article databases, format manuscripts and citations instantly in a variety of styles, generate bibliographies, create and organize a personal research database of references, images and PDFs etc.

All students and employees of the FTA can use citation managers for free:

- Citace PRO - [www.citace.com](http://www.citace.com)
- EndNote Basic (previously EndNote Web) - <http://myendnoteweb.com/>
- Mendeley - [www.mendeley.com](http://www.mendeley.com)

A basic guides for usage of these managers are available at the websites of the SIC CULS Prague: <https://www.sic.czu.cz/en/r-11105-academic-databases/r-11289-reference-managers> . The SIC also offers different kinds of seminars about searching in academic databases and usage of citation managers.

If you are using citation managers, utilise following styles:

- The type of citation **Author & Year** can be generated in the style of the **Conservation Biology** journal.
- The **Numered** type can be generated in the **PLoS** style.

It is always necessary to check all data and information about the articles during the import of any new citation into your citation manager database. In case of incorrect data, it is always necessary to correct deficiencies within your database. Incorrect data are commonly downloaded from Google Scholar or Google Books

You can save a new reference as a different type of reference (book, article, website, etc.) in the citation manager, so you should choose correct type of references to generate it correctly. On average, only general types of reference (Generic), Book, Book chapter, Article, or Web Page types are available for a given citation style. Reference patterns of other types (e.g. patents, etc.) are often not available in the style required and therefor the reference will not generate properly in Word because the pattern for the selected style is not defined and the reference must be corrected manually.

**Before submitting the final work**, it is necessary to transform all citations to plain text (the citations and references will be disconnected from the citation manager). After that citations and references can be edited in a text editor as normal text. But it is not possible to update the references in your database again. Finally, you should check the citations and references and manually correct some imperfections.

**Citation Rules  
of the Faculty of Tropical AgriSciences,  
CULS Prague  
for writing theses in English**

Prepared by: Ing. Tamara Fedorova, PhD

Revision by: doc. RNDr. Pavla Hejzmanová, PhD, Ing. Olga Leuner, PhD

English translation: Dalibor Sýkorovský, Tamara Fedorova, Kateřina Hozdecká

Language proof reading of version from the year 2014 by Micheal Ua Seaghdha.

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