



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**

2014

Content

INTRODUCTION	3
AUTHOR & YEAR STYLE OF CITATIONS	4
NUMBERED STYLE OF CITATIONS	10
INFORMATION FOR USERS OF CITATION MANAGERS	16

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, eventually on other outcomes of staff and students, if this was decided by the superior. The presented templates are binding and cannot be individually edited.

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

During the writing of scientific texts, it is very important to follow 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. If you are citing the entire publication (book), you will indicate the total number of pages before the letter "p" (e.g. 87p.). If is cited only some part of the publication (e.g. journal article, a chapter in a book, etc.), the range of pages is specified after the letter "p" (e.g. p8-10). Each reference is always ended by dot.

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

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 .

AUTHOR & YEAR STYLE OF CITATIONS

A) The format of citations in text

The last name of author or authors and the year of publication are given after cited text in parentheses. The name(s) and year are separated by comma.

If there are two authors of the publication cited, the word «and» is provided between authors. If three or more authors of publication cited, only the first author is mentioned and the text « et al. » is added.

If the same information brings 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 author is as a part of sentence. The year of publication is placed in a bracket.

Examples:

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

Reproduction of camels is directed by the season (Abdel-Raouf et al., 1975; Khatir and Anouassi, 2006; El-Harairy and 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 the highest in a breeding season. ...

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

B) Format of the list of references (bibliography)

References are lined up alphabetically (A-Z).

I. Printed monographs (books)

Reference pattern:

Last name of the 1st author and the first letters of his/her forenames, Last name of the 2nd author and 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:

Kleiman DG, Thompson KV, Baer CK. 2010. Wild mammals in captivity: principles and techniques for zoo management. Chicago: University of Chicago Press. 720p.

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. 511p.

Schaller GB. 1998. Wildlife of the Tibetan Steppe. Chicago: University of Chicago Press. 343p.

Example if the author is an organisation:

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

II. Particular chapters in books and contributions in conference proceedings

Reference pattern:

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

Examples:

Asa CS. 2010. Reproductive Physiology. Kleiman DG, Thompson KV, Baer CK editors. Wild mammals in captivity: principles and techniques for zoo management. Chicago: University of Chicago Press, p411-428.

Chaloupková P, Vašíček R, Petrtyl M, Kalous L. 2012. Marketing challenges of inland fisheries in Cambodia. 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, p40.

Wemmer C, Murtaugh J. 1980. Olfactory Aspects of Rutting Behavior in the Bactrian Camel (*Camelus Bactrianus Ferus*). Müller-Schwarze D, Silverstein R editors. Chemical Signals. California, USA: Springer US, p107-124.

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, majority of articles are still published in printed versions of journals. Therefore the range of pages of the article cited is mentioned 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 electronic number of article (see the example bellow).

Reference pattern for standard (printed) articles:

Last name of the 1st 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:

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

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:

Skálová I. 2011. Saliva crystallization in cattle [MSc.]. Prague: Czech University of Life Sciences Prague, 64p.

Zvěřina L. 2008. Investice z evropských fondů a jejich vliv na regionální rozvoj Žďárska [BSc.]. Brno: Masarykova univerzita, 50p.

V. Web pages

Reference pattern:

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

Examples:

Erba Lachema s.r.o. 2013. PHAN: Diagnostic test strips for urinalysis. Available at www.erbalachema.com: Accessed 2011-12-18.

FAO. 2013. FAOSTAT: Production - Live animals. Available at <http://faostat.fao.org/>: accessed 2013-10-22.

Hare J. 2008. *Camelus ferus*. IUCN Red List of Threatened Species. Version 2009 2. Available at www.iucnredlist.org: Accessed 2010-01-06.

ITIS. 2012. *Camelus* Linnaeus, 1758. Available at www.itis.gov: Accessed 2012-07-18.

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.

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.

VI. Patent documents

Reference pattern:

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

Examples:

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

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. Descriptive title. Place of publication: Publisher. Number of pages p.

Examples:

ČSN EN 62270. 2005. Automatizace vodních elektráren – Pokyn pro řízení pomocí počítače. Praha: Český normalizační institut. 72p.

ISO 14721:2003. 2003. Space data and information transfer systems – Open archival information system – Reference model. Geneva: ISO. 141p.

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, p 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, 2004, částka 235. p12306-12358.

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. 15p.

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 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 the 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 bring the same information, they are places in the same square bracket. Each citation, exactly number of reference is divided by comma (e.g. [1,2,5,12]).or by hyphen in the case that you are using the uninterrupted numerical series (e.g. [12-15]).

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

In fact, there is one disadvantage in this style. If you add the new citation to your text, you will need to renumber all following citations in the text. Therefore, the students don't use this type of citation often or the usage of some citation manager which renumbers citations automatically practical 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 4,500 years ago [2] and it is relatively easy to breed them in zoos [3]. ...

Reproduction of camels is directed by the season [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 the highest in a breeding season. ...

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

B) Format of the list of references (bibliography)

The references are lined up according to numbers from lowest to highest (according to appearance of the citation within the text) in this type of citation.

I. *Printed monographs (books)*

Reference pattern:

Last name of the 1st author and the first letters of his/her forenames, Last name of the 2nd 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 1st author of the chapter/contributions and the first letters of his/her forenames, Last name of the 2nd 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 1st editor of the book/proceedings and the first letters of his/her forenames, Last name of the 2nd 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, majority of articles are still published in printed versions of journals. Therefore the range of pages of article cited is mentioned 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 electronic number of article (see the example bellow).

Reference pattern for standard (printed) articles:

Last name of the ^{1st} 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 patter is the same as in printed journals; only the page range is replaced by el. number of 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 patterns mentioned above or Name of 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.: 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: Accessed 2011-12-18.
17. ITIS (2012) *Camelus* Linnaeus, 1758. Available at 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 patterns mentioned 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

All students and employees of FTA can use extended online application of citation manager EndNote Basic (previously EndNote Web) for free. Basic guide for login and usage of application is available at website: <http://katedry.czu.cz/kczpts/endnote/>.

- The type of citation **Author & Year** could be generated by **Ecosystems** journal style.
- The **Numered** type could be generated by **PLoS** style.

It is always necessary to check all data and information about the articles during the import of new citation into your citation manager database. In case of incorrect data it is always necessary to correct deficiencies within your database.

All students and employees of FTA can use extended online application of citation manager EndNote Basic (previously EndNote Web) for free. Basic guide for login and usage of application is available at website: <http://katedry.czu.cz/kczpts/endnote/>.

If the application EndNote Basic does not find the author in your database, it will be caused by incorrect given expression (e.g. in case of author *Robinson*, it is not sufficient to specify only *Robin*, but it is necessary to specify whole surname - *Robinson*) or use asterisk (e.g. *Robin**).

Before submitting the final work, it is necessary to transform all citations to plain text (the citations and references will be disconnected from citation manager). After that citations and references could be edited in text editor as normal text. But the references are not possible to update in your database again of citation manager. The document is converted by using: EndNote - Convert Citations and Bibliography – Convert to Plain Text. The document is saved as a new file.

Recommendations for the various types of references

You can save the new reference as a different type of reference (book, article, website, etc.) in the citation manager, but most journals offer a limited number of standard patterns for the various types of references. On average, only general types of reference (Generic), Book, Book chapter and Article types are available for a given citation style. Reference patterns of other types (e.g. web pages, patents, etc.) are not often available in the style. For example, even if the citation manager enables to save new reference as the type Web page, the reference will not generate properly in the Word because the pattern for the selected style is not defined.

Users of EndNote with purchased unlimited licence have a possibility to define and add own patterns for all types of references (Edit – Output styles – Edit „Ecosystems“ – Bibliography – Templates).

But users of online version of EndNote Basic have no possibility to add own patterns. Users can save a new reference under different types (Reference type) but as mentioned before, if unusual reference type is chosen, the citations will be generated incorrectly.

To make your reference generated in the proper format, you may take advantage of a few simple tips:

I. *Printed monographs (books)*

Use the type of reference «Book». The total number of pages is entered into the field *Number of pages*.

If an organization is the author, the name of the organization is entered in the *Author* field and name is finished by a comma (e.g. «World Bank, »). If not, the application may consider one of the words as a first name, which may be reduced in the citations and references such as the “Bank (2012)”, which is not desirable.

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

Use the type of reference «Book Section».

III. *Articles in scientific journals*

Use the type of reference «Journal ».

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

We recommend to write the reference to your database as a book type (Reference type = «Book»). Add the type of work in square brackets (e.g. [BSc], [MSc] or [PhD] following the language and type of work) directly after the title of the thesis (into the *Title* field).

V. *Web pages*

We recommend to write your web references as the general reference type (Reference type = «Generic»). The text “Available at” + the web link should be inserted into the field *Place Published* (e.g. «Available at www.itis.gov») and the text “Accessed” + date access into the field *Publisher* (e.g. «Accessed 2012-07-18»).

VI. *Patent documents*

We recommend to write your references as the general reference type (Reference type = «Generic»). The Issuing office and the Number of the patent should be inserted into the field *Publisher* (e.g. « The United States Patent and Trademark Office. US 6684948 B1 »).

VII. *Technical standards*

We recommend to write the reference to your database as a book type (Reference type = «Book»). The Standard title with the number of the standard should be inserted into the field *Author* and is should be ended by comma (e.g. «ČSN EN 62270, »).

VIII. *Legislative documents*

If the document is issued in printed form, and you are citing only a particular section (e.g. a law from the legal code or collections), we recommend write the reference to your database as a book section type (Reference type = «Book Section»). The administrative authority is the *Author* ended by comma (e.g. «Ministry of the Environment, »). Field *Editor* and *Book Title* can be left blank. The page range of cited law is inserted into the field *Pages*.

If you cited an entire document, the reference will be identified as a book type (Reference type = «Book»). The total number of pages will be inserted into the field *Number of pages*.

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

Prepared by: Tamara Fedorova

Revision by: doc. RNDr. Pavla Hejzmanová, PhD

English translation: Dalibor Sýkorovský, Tamara Fedorova, Kateřina Hozdecká

No language proof reading was done.

Last actualisation: 2014-03-11