<u>UCC Citation Standard</u>

If the student submits any written work, it goes without saying that it is his or her own text, in which the source is clearly stated for each citation and paraphrase. Otherwise, it is **plagiarism**. Plagiarism is one of the most serious offenses against academic ethics and is not tolerated to any extent at UCC.

The citation standard of the UCC modifies, for the purposes of the school, the generally accepted citation standard ČSN ISO 690:2011.[1]

There should be a reference to a source:

 – for each citation (i.e. literally adoption of the wording of another author), it is necessary to provide an exact bibliographic reference (including a page number) in the form of a footnote. This applies to citations of both primary and secondary literature;

 – for each paraphrase (i.e. adoption of a foreign idea and reformulating it individually), also provide the source in the footnote;

 – for each reference to sources visual or auditive (painting, film, radio play, etc.), it is also necessary to provide the relevant source;

 – for facts or thesis which is not intellectual property, on the other hand, the source **does not have to be stated** (e.g. there is no need to prove that Prague is the capital of the Czech Republic).

Formal requirements for citations:

1. **Quotes** are indicated by quotation marks (not written in italic or bold). As a rule, long quotes are indented from the right and left, written in smaller fonts, and lines omitted at the beginning and at the end (quotation marks are not written in this case). The same is the case when quoting poetry. Shorter quotes from poetry can be left in the text, in which case they are separated by quotation marks and verses division is indicated by a slash, stanzas division is indicated by two slashes (e.g.: "Someone played the oboe, and played for many days, / played always in the evening the same song of moll [...] // He played the oboe for a long time, in the dark on the coast, in the dark,"; there is a gap in front of and behind the slash); deleting part of the text is indicated by three dots in square brackets.

---

[1] Firstová, Zdeňka. *Nová citační norma ČSN ISO 690:2011 – Bibliografické citace*, 2020 [online]. [Accessed: 2020-08-14]. Available at: <www.iso690.zcu.cz>.

2. A necessary part of any professional work are the **notes**. As a rule, it takes the form of footnotes, which are easy to create in common text editors (Word offers a special feature for them). Footnotes usually contain bibliographic data on works cited, paraphrased or otherwise mentioned in the text and the addition of ideas that may not be in the main text (they would be overloading it or making it difficult to perceive). At the end of a footnote, there is always a period/full stop.

3. **Bibliographic data in the footnote** are abbreviated; they refer to the bibliography stated at the end of the work (endnotes) and contain only the author's name, the year of publication and the specific page from which the work is quoted (e.g.: Hilský 1995, p. 78.).

4. If the source **is of a non-textual nature** (film, radio play, work of art, etc.) in the abbreviated bibliographic data, only the author's name and year are stated (Forman 1975.).

5. In the event that the author has published several works to which reference is made in the same year, the years are distinguished by the addition of a lowercase letter (e.g.: Balabán 1998a, p. 24. / Balabán 1998b, p. 56.).

   Similarly, years of bibliographic data given in the endnote shall be distinguished in order to show to which work the abbreviated reference in the footnote belongs:

   Balabán, Jan. *Boží lano*. Brno: Vetus Via, 1998a. / Balabán, Jan. *Prázdniny: Povídky*. Brno: Host, 1998b.

6. If we quote in a footnote repeatedly from the same work, it is not necessary to write the data always again. If the work was mentioned in the immediately preceding note, the word "Ibid" and page information (separated by a comma) may be used. If the work was mentioned earlier, but not in the note immediately preceding it, the author's name and the abbreviation "op.cit." and page number (e.g.: Čermák, op. cit., p. 206.) shall be provided.

List of bibliography in the endnote of a written work

The final reference list is divided into References (sources from which we draw immediate information on the subject – e.g. fiction, film, photographs) and Bibliography (professional sources that refer to the subject – scientific article, monographs, etc.). Both parts of the list are **alphabetically sorted by authors' last names**, or by source name if the author is unknown. The form **of bibliographic data** stated in the endnote of the written work at the UCC is governed by the following rules:

Samples for bibliographic data of References and Bibliography:

Last name, first name. *Title of the work.* Location: publisher, year of publication.

(E.g.: Sack, John. *Report from Practically Nowhere*. New York: Curtis Publishing
Company, 1959.)

Full title of the book (novel, monograph, poetic collections, poetic compositions,
alamanac, etc.) is written *in italics*; the title of a part of a book (or of study, article,
individual poems, chapters, etc.) is written in normal font and is put in quotation marks.
For books put in the bibliography as a whole, the number of pages is not stated. The
names **of newspapers and magazines** are written in italics; the year, volume, page
number to which the article or study refers are states. (E.g.: Samuel, Dick. "Traditional
Gaelic Poetry". *Context*, 2001, vol. 3–4, iss. 5, pp. 7–23.)

As regards **the article in an almanac**, the abbreviation "In" is used. As with the article in
newspapers or magazines, pages, to which the study or article refers to, are stated. (E.g.:
Cermak, Jan. "Poznámky k pojetí prostoru v epice Anglosasů". In *Kultura a místo: Studie
z komparatistiky*. Eds. Vladimir Svatoň, Anna Housková. Praha: Univerzita Karlova,
2001, pp. 187–207.).

In the case of **translation or almanac**, the name of the translator or editor is stated after
the title of the work. (E.g.: Keats, John. *Déšť z plané růže*. Trans. Hana Žantovská. Praha:
Mladá fronta, 1994.)

The subtitle and the place of issue and publisher are separated by a colon with a
subsequent space (e.g.: Cooper, Leo. *Winston Churchill: Life and Fight.* Glasgow:
Longmans Green, 2009.); the number of pages of type from–to is separated by a dash (–),
not a hyphen (-), without gaps! A full stop is written at the end of each piece of
bibliographic data. Instead of the first name, an initial is enough. If **there are two or
three authors**, the names are separated by a comma (e.g.: Russ-Mohl, Stephan, Bakičová,
Hana. *Žurnalistika: Kompletní průvodce praktickou žurnalistikou*. Praha: Grada, 2005.); if
there are more authors, the others are omitted and "et al." is added after the last name.
Information on the city, publisher, edition (2nd ed.), abbreviations (vol., iss.) are written in
the language of the document in accordance with the information of the title page; in
English language, only the abbreviation for the page or pages "p. or pp." is given. If there
are **more publishers**, they are separated by a semicolon: city and publisher, semicolon,
another city and publisher (eg: Madrid: Cátedra; Barcelona: Seix Barral). **"In"** is used for
books (anthologies, almanacs), not magazines. We write it without a subsequent colon.

The Internet is a source of information that applies the same rules as other media. The work published on the Internet is the intellectual property of the author and is subject to copyright and ethical laws. This means that even here it is necessary to properly cite, reference and quote sources (including the date of access). Method of referencing the internet sources according to the ISO standard:

APA, 2020 [online]. American Pyschological Association. [Accessed: 2020-08-14]. Available at: <https://apastyle.apa.org/>.

The Bibliography in the endnote of the thesis must contain an alphabetical list of all literature that was used in writing the thesis. The list of primary literature (References) and secondary literature (Bibliography) are written separately.
Bibliographic data must have a uniform form throughout the work.

Examples of bibliographic data (according to modified international standard ISO 690):

Monograph:

Curtius, Ernst Robert. *Evropská literatura a latinský středověk.*Trans. Jiří Pelán, Jiří Stromšík, Irena Zachová. Praha: Triad, 1998.

Contribution in an almanac:

Jakobson, Roman. "Closing Statement: Linguistics and Poetics". In *Style in Language*. Ed. Thomas Sebeok. New York, London: The Technology Press of Massacltusetts Institute of Techtology and John Wiley & Sons, Inc., 1960, pp. 20–57.

Article in a magazine:

Fuentes, Carlos. "Space and Time of the New World". *World Literature Today*, 1992, vol. 37, iss. 6, p. 114.

Bible citations:

In the endnote of sources and literature, bibliographic data of the Bible are put without mentioning the author, and the data must correspond to the given translation of the Bible from which it is quoted, e.g.: *Bible: Scriptures of the Old and New Testaments (including deuterocanonical books): English ecumenical translation.* London: British Biblical Company, 2019.

However, the shortened reference in the footnote is governed by specific rules. It references a specific Bible book, chapter and verse (e.g.: Gen 1: 2 / denotes the first chapter of the book of Genesis, the second verse; or: Gen 1: 2–4. / marks the first chapter of Genesis, the second to fourth verses.

You can find a list of biblical abbreviations here, for example: https://www.logos.com/bible-book-abbreviations [2]

---

[2] *Faithlife: Website committed to the Church*, 2021 [online]. Faithlife. [Accessed: 2021-01-08]. Available at: < https://www.logos.com/ >.

Archives citations:

For archival documents, it is advisable to consult the presented data with the archivist of the given collection, so that it is possible to trace the document or manuscript according to the data. It is recommended to state: Archive name. Name or symbol of fund. Inventory number. Name or brief description. Date and place the document was created.

E.g.: Literary Archive of the Memorial of National Literature. Sigmund Freud. Inv. no. 522. Letter from C.G. Jung to Sigmund Freund. London, 1925.

Website citation:

APA, 2020 [online]. American Pyschological Association. [Accessed: 2020-08-14]. Available at: <https://apastyle.apa.org/>.

Website post:

Wolf, Jack. "How I ran wild" []. *Literature.com.* [online]. [Accessed: 21. 12. 2016]. Available at:<http://www.literature.com> .

Theses:

When quoting diploma, dissertation or other theses, we state: Author's name. *Title of the work*. Type of work. Place of creation: Name of the school where the work was created, year.

Merenus, Alex. *Outline of the Theory of Dramatizations of Literary Works*. Dissertation. Vienna: University of Vienna. Faculty of Philosophy. Institute of Austrian Literature and Librarianship, 2010.

Auditive/visual media:

In the citation of the film work we state: Dominant author (director of the work). *Title of work* [specific media type]. Country of production, year of release in the country of production.

Forman, Milos. *One Flew Over the Cuckoo's Nest* [film]. USA, 1975.

In addition to films, the type of media can also be a documentary, television series, etc.

In the case of works such as **radio plays**, we primarily state the name of the author of the play; it is also possible to state the secondary creator, e.g. director, dramaturge.

Arnold, Daniel *Just a second* [radio play]. Directed by Ian Stuart. Dublin: BBC Three, 2019.

Graphic works and photographs:

What is stated: Name of the creator. *Title of work* [technique]. Location, year.

William Dobell. *The Red Lady* [oil on canvas]. Canberra: National Gallery of Australia, 2005.

Carlo, Ella. *Photo Essays* [black and white photos]. Sydney: Art Gallery of New South Wales, 2015