**Annex No. 3 SR/25/2017**

**Instructions for Writing of Other Types of Scientific Publications**

**\* Specify the relevant type of publication (advanced Master’s (rigorosum) thesis, doctoral thesis, habilitation thesis, summary of habilitation thesis, summary of the qualifying lecture for professorship). (first and last page)**

**\*\* In the Czech version the first title of the publication shall be written in the Czech language and than in the English language. In the English version the first title shall be written in the English language and than in the Czech language. (first and last page)**

**\*\*\* Edition of the publication shall be specified only if the publication has been assigned an ISBN. The ISBN is assigned in accordance with the Rector’s directive entitled Scientific Publications in case of summary of habilitation thesis (50), summary of the qualifying lecture for professorship (90) and doctoral theses written in English that have received an award (30). In other cases, delete the line. (last page)**

**\*\*\*\* If the publication has been assigned an ISBN, specify the ISBN. In the event that the publication has not been assigned an ISBN (advanced Master’s (rigorosum) thesis, doctoral thesis, habilitation thesis), delete the line. (second and last page)**

**\*\*\*\*\* Shall be specified only in case of a doctoral thesis. In case of an advanced Master’s (rigorosum) thesis only the external examiner shall be specified. (first page)**

**Insert the relevant logo (http://www.utb.cz/about-the-university/official-university-logos)**

Complete according to the type of publication\* (14 pt)

**Title of the Scientific Publication in Czech (20 pt, bold)\*\***

**Title of the Scientific Publication in English (16 pt, bold)\*\***

Author: Name and surname of the author incl. degrees obtained  **(14 pt, bold)**

Degree programme: The relevant degree programme incl. its number (14 pt)

Degree course: The relevant degree course incl. its number

Supervisor: Name and surname of the supervisor incl. degrees obtained\*\*\*\*\*

External examiners: Name and surname of external examiners incl. degrees obtained\*\*\*\*\*

Zlín, month and year in which the defence was held

© Name and surname of the author (14 pt)

Published by **Tomas Bata University in Zlín** in the Edition **Complete the type of edition according to the scientific publication.**

The publication was issued in the year 20…. (14 pt)

Key words in Czech: *key word 1, key word 2, key word 3, key word 4, key word 5, … (14 pt, italics)*

Key words: *key word 1, key word 2, key word 3, key word 4, key word 5, …*

(*14 pt, italics)*

Full text of the scientific publication is available in the Library of TBU in Zlín. (14 pt)

ISBN 978-80-………\*\*\*\*(14 pt)

*3rd page et seq*

The publications should be prepared **in compliance** with the **Rector’s Directive – Scientific Publications**.

In case of doctoral thesis summary the maximum number of printed pages is 30.

The recommended number of pages is approx. 20 pages in Czech and 5 pages in English or approx. 20 pages in English and 5 pages in Czech (if the scientific publication is written in English).

**The publications are required to contain:**

Summary (Résumé) – in Czech

Summary – in English

Contents of the scientific publication

Actual text of the scientific publication (see the recommended structure of the scientific publication)

Contribution of the scientific publication to science and practice

Conclusion

Bibliography

List of figures

List of symbols, acronyms and abbreviations used

Appendices

List of publications by the author

Author’s professional Curriculum Vitae

**Recommended structure of the scientific publications:**

Introduction

Current state of the issues dealt with

Objectives of the scientific publication

Theoretical framework

Selected processing methods

Experimental part

Results

This template is set up in accordance with the Rector’s Directive, in the format 1 page per A4. The document shall be downsized to the required size prior to printing. If you write the document straight in A5 format, you must convert the margin and font size (divide it by 1.41. The values of the font and margin size are to be converted through the coefficient 1.15 when using the B5 format (applies to doctoral theses, advanced Master’s (rigorosum) theses and habilitation theses)

# TEXT FORMATTING (Heading 1, 18 pt, bold)

## Margins and page size (Heading 2, 16 pt, bold)

(14 pt) Page format: A4 (210x297 mm), top margin: 2.1 cm, bottom margin: 2.8 cm, left margin: 2.1 cm, right margin: 2.1 cm, internal margin (near the book spine) 0.8 cm, mirror margins, page number at 1.4 cm from the page margin (footer). After scaling down of the page format to A5 upon printing (i.e. to 71%) the size of the margins shall be as follows: 1.5; 2; 1.5; 1.5 cm, and the page number shall be placed at 1 cm from the paper’s edge. Pagination at the bottom centre of the page, format 14 pt, paginate from contents, page 3. When using the B5 format (applies to doctoral theses) the scaling down for printing is 87 %.

## Text editor and text font

The recommended text editor is the MS Word, Times New Roman CE (obligatory for the 2nd edition). Use bold letters or italics in order to highlight words and sentences in the text; however, as a matter of principle, *never use underlining* for this purpose. It is necessary to maintain no more than 3 levels of numbered headings in the text.

## Paragraphs of common text

 Paragraphs of common text shall be justified; the first line shall be indented 5 mm, Times New Roman CE 14 pt in the normal font style. All bullets shall be indented 5 mm and the text following the bullet 10 mm from the text margin. Spacing of 16.8 pt (or “auto” type, or “at least” 16 pt in the MS Word text editor) for the font size of 14 pt.

****

Fig. 1.1: Example of a figure description (13 pt, italics)

## Figure description

In order to adda figure description,use italics, Times New Roman CE 13 pt, spacing of 15.6 (or “at least” 15 pt in the MS Word text editor), no indentation, justified alignment, decreased indentation (outdent) of the 1st line 2 cm, tabulator stop 2 cm left. (Example of figure numbering: Fig. 5.10:). The optimum size of the figure is 0.5 of the page including the description, i.e. 2 figures per page, provided that the figure is not so complex as to require a larger size. Inserting tone figures (photographs) in the TIF, PCX or EPS format is recommended. Inserting pen and ink drawings (photographs) in the WMF, TIF, PCX or EPS format is advised. Figures shall be centre aligned.

# 1st LEVEL HEADINGS (Heading 1, 18 pt, bold)

1st level headings shall be formatted as follows: 18 (font)/21.6 pt (spacing) (or “at least” 22 pt in the MS Word text editor), capital (upper-case) letters, bold, left alignment, indentation 0.5 cm, decreased indentation (outdent) 1 cm, tabulator 1.5 cm left, 6 pt space below the paragraph.

## 2nd level headings (Heading 2, 16 pt, bold)

2nd level headings shall be formatted as follows: 16/19.2 pt (or “at least” 19 pt in the MS Word text editor), lower-case letters, bold, left alignment, indentation 0.5 cm, decreased indentation (outdent) 1 cm, tabulator 1.5 cm left, 6 pt space below the paragraph.

### 3rd level headings (Heading 3, 14 pt, bold)

3rd level headings shall be formatted as follows: 14/16.8 pt (or “at least” 16 pt in the MS Word text editor), lower-case letters, bold, left alignment, indentation 0.5 cm, decreased indentation (outdent) 1.5 cm, tabulator 2 cm left, 6 pt space below the paragraph.

***4th level headings* *(Heading 4, 14pt, bold, italics, without numbering)***

4th level headings(without numbering) shall be formatted as follows: 14/16.8 pt (or “at least” 16 pt in the MS Word text editor), lower-case letters, bold italics, left alignment, indentation 0.5 cm, 6 pt space below the paragraph.

# OTHER PARTS OF THE TEXT

## Tables

Tables – Times New Roman CE 14/16.8 pt (or “at least” 16 pt in the MS Word text editor), in the normal font style, table header Times New Roman CE 15/17 pt bold, table borders 1.5 pt, 0.75 pt between lines, table header borders 1.5 pt. 3 pt space below the table header paragraph. In the event that superscripts or subscripts are used in the table, using 17 pt spacing with 2 pt above and below the paragraph is recommended. Tables in the text must be left-aligned. A descriptive text referring to the table must be printed above the table, after the Arabic numeral that has been assigned to the table (see the example below).

Table 3.1 Income Generated by the Company XYZ in the Last Years in Thousand CZK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year (15 pt, bold)** | **Spring** | **Summer** | **Autumn** | **Winter** |
| 2009 (14 pt) |  |  |  |  |
| 2010 |  |  |  |  |
| 2011 |  |  |  |  |
| 2012 |  |  |  |  |

## Figures (Illustrations)

Figures (Illustrations) – a caption to a figure must be situated below the figure. If the figure covers the whole page, it must be placed at the bottom margin of the opposite page. The caption to the figure must be placed after the Arabic numeral that has been assigned to the figure. Figures must be numbered successively with Arabic numbers, generally without differentiating between maps, drawings, graphs, diagrams, illustrated supplements, etc. However, separate numbering may be suitable for maps.

## Footnotes

Footnotes [[1]](#footnote-1) - to be numberedautomatically or manually with one’s own marks provided that the footnote is placed at the end of the page. Footnote formatting – Times New Roman CE 12/14.4 pt, italics, no indentation, 1st line outdented 0.5 cm, justified alignment.

## Formulas

Using the MS Word formula editor (“Microsoft Equation 2.0” or “Word Equation 2.0” and higher versions) is advised in order to write mathematical and selected chemical formulas. Font size setting in formulas: full font size 14 pt, superscript/subscript 9 pt, upper/lower subscript: 7 pt, symbol: 18 pt, subsymbol: 14 pt. One-line formulas and equations 14/16.8 pt (“at least”), left indentation 2 cm, tabulator stop right (for the equation number in parentheses) 16.8 cm, no leader even for formulas written in the equation editor. Numbers of the formulas and equations shall be written as follows: (number of chapter.number of formula) – for example (2.13).

##  Content formatting

Content formatting– it is possible to create the content automatically, provided that the required paragraph styles have been used consistently to mark the respective heading levels. No more than 3 heading levels may be used in the content, which shall be listed on page 3 of the publication. (1st chapter of the text must begin on an odd page, i.e. on page 5). **1st level heading content formatting** 14/16.8 pt (or “at least” 16 pt in the MS Word text editor), capital (upper-case) letters, normal font style, left-aligned, decreased indentation (outdent) 0.5 cm, tabulator 0.5 cm left, 6 pt space below the paragraph and 6 pt space above the paragraph, tabulator stop at 16.8 cm on the right, leader - bottom line. **2nd level heading content** shall be formatted as follows: 12/16 pt (or “at least” 16 pt in the MS Word text editor), lower-case letters, normal font style, left-aligned, indentation 0.5 cm, decreased indentation (outdent) 1 cm, tabulator 1.5 cm left, tabulator stop at 16.8 cm on the right, leader – bottom line. **3rd level heading content** shall be formatted as follows: 12/16 pt, lower-case letters, italics, left-aligned, tabulator 2.75 cm, decreased indentation (outdent) 1.25 cm, indentation 1.5 cm, tabulator stop at 16.8 cm on the right, leader – bottom line.Theheading “CONTENTS” without indentation, in the same format as the 1st level heading.

##  Citation standards

In accordance with Article 2, Paragraph 3 “Every component part of TBU shall determine the preferred form of citations of information resources. The chosen form shall be strictly observed and applied to all theses published at the relevant component part.”

Regardless of the selected type of citation, it is necessary to observe the principles of information ethics, and particularly the Copyright Act. The Act allows extracts from publications by other authors to be used in one’s writing. However, it is always necessary to make a citation. The aim of a citation is to enable the reader of the publication to identify and find documents that has been used by the author. By using citations, the author proves his/her knowledge of the given topic and puts it in a wider context.

**The most common types of violation of the ethics of citation:**

* Citation of a work that you have not used.
* Failure to cite the sources that you have used. The use of anyone else’s idea without giving reference to the author is considered as plagiarism.
* Citation of one’s own previous work that is not associated with the new writing (the so-called self-citation).
* Inaccurate citation disallowing identification of the source.

When using the Czech Technical Standard ČSN ISO 690 Information and Documentation – Guidelines for Bibliographic References and Citations to Information Resources, the observance of which is required at TBU when writing Bachelor’s and Master’s theses, please follow the below mentioned instructions.

**General principles for the creation of citations**

1. Data for a bibliographic citation are taken from the cited resource (=
from the document we have used). A particular edition or version is to be cited.
2. Each citation must be clearly identifiable in the publication (e.g. a direct citation is mostly enclosed in quotation marks, paraphrases are separated by a paragraph mark) and must refer to the relevant bibliographic citation in the bibliography. The bibliographic citation should unambiguously identify the cited document.
3. It is obligatory to mention the location of the citation in the cited document (pages from which the citation has been taken) in case of a direct citation. In case of a paraphrase, the page may but must not necessarily be specified. It is not obligatory to give the total number of pages of a publication.
4. Data for bibliographic citations are preferably taken from the title sheet (homepage, website, disc label, etc.); the order of the data is specified in detail in the standard.
5. If any piece of information is missing, it shall be omitted and the following piece of information shall be used. In some cases it is possible to find the information in other sources or to replace the information by an alternative wording marked in square brackets, e.g. [b.r.] – without specifying the year. If any piece of information is taken from a different source, then such a piece of information shall also be enclosed in square brackets.
6. The information shall be written in the same language as used in the cited document. Only the physical description of a book (number of pages) and annotations shall be written in the language in which the bibliographic citation is written.
7. The form of a bibliographic citation must be uniform throughout the entire document (uniform style, format and punctuation).

**Examples of the most common types of documents**

Please note that the following examples have been created with regard to the standard form of citation according to ČSN ISO 690. In the event that the so-called Harvard referencing system is used in the text (name and date referencing system), it is necessary that the year of publication of the cited work be given after the name of the author(s) in accordance with ČSN ISO 690.
E.g. JANOUCH, Viktor, 2010. *Internetový marketing: prosaďte se na webu a sociálních sítích.* Brno: Computer Press. ISBN 978-80-251-2795-7.

**Printed documents**

**Book**

Name of the author. (Surname in CAPITAL LETTERS. If the book has several authors, then the first author’s name shall be written in inverted order, all the other authors’ names in natural order).

*Title: (italics) Subordinate title:*

Edition. (To be written exactly in the same form as used in the book. Specification of the first edition is not required. Any other edition must, on the contrary, obligatorily be specified.)
Another author.
Place of publication:
Publisher (Business abbreviations and acronyms shall be omitted.)
Date of publication. (Year, copyright year. If available, also the exact date.)
Title and numbering of the book series.
Standard identifier. (ISBN in case of books.)
Availability and access. (In the event that the book in question is also available in electronic version and is accessible on the Internet.)
Annotations.

***Example (in a publication written in Czech)*:**

HILSE, Hans-Werner and Jochen KOTHE. *Implementing persistent identifiers: overview of concepts, guidelines and recommendations*. London: Consortium of European Research Libraries, 2006. ISBN 90-6984-508-3. Also available in PDF from: [http://nbn-resolving.de/
urn:nbn:de:gbv:7-isbn-90-6984-508-3-8](http://nbn-resolving.de/urn%3Anbn%3Ade%3Agbv%3A7-isbn-90-6984-508-3-8)

***Example (in a publication written in English)*:**

XANTHOS, Marino. *Functional fillers for plastics*. 2nd, updated and enlarged ed. Weinheim: Wiley-VCH, ©2010.
ISBN 978-3-527-62984-8. Also available in PDF from: http://onlinelibrary.wiley.com/book/10.1002/9783527629848

**Separate section of a book (e.g. chapter)** – the parthas the same author as the book

**Name of the author of the book.**

***Title: Subordinate title*.**

**Edition.**

**Another author.**

**Place of publication:**

**Publisher,**

**Date of publication,**

**Location of the citation in the document (page numbers).**

**Title and number of the chapter.**

Title and numbering of the book series**.**

**Standard identifier.**

Availability and access**.**Annotations**.**

***Example (in a publication written in Czech):***

**NOVÁK, Tomáš and Alžběta POKORNÁ.**Peníze a manželství**. Prague: Grada, 2007, pp. 55-71. Chapter IV. Hospodaření s rodinným rozpočtem**. **ISBN 978-80-247-1618-3.**

***Example (in a publication written in English):***

GILLIN, Paul and Eric SCHWARTZMAN. *Social marketing
to the business customer: listen to your B2B market, generate major account leads, and build client relationships*. Hoboken: Wiley, 2011,
pp. 45-55. Chapter four. Creating a social organization. ISBN 978-0-470-63933-7.

**Separable part of the book (e.g. paper in conference proceedings)** – the part has a different author than the book

Name of the author of the paper.
Title of the paper.
In: Name of the author of the source document.
*Title of the source document*.
Edition.
Name of the other author of the source document.
Place of publication:
Publisher,
Date of publication,
Number of pages of the paper.
Title of the edition and pagination.
Standard identifier.
Annotations.

***Example (in a publication written in Czech):***

ŠIMŠA, Jaromír. Důkazy beze slov. In: TROJÁNEK, Aleš,
Jan NOVOTNÝ and Dag HRUBÝ, ed. *Matematika, fyzika a vzdělávání: sborník z XI. semináře o filozofických otázkách matematiky a fyziky*. Velké Meziříčí: Komise pro vzdělávání učitelů matematiky a fyziky JČMF, 2004, pp. 64-78. ISBN 80-214-2601-2.

***Example (in a publication written in English):***

BRENNAN, Samantha. Fashion and sexual identity, or why recognition matters. In: WOLFENDALE, Jessica and Jeanette KENNETT, ed. *Fashion: thinking with style*. Chichester, West Sussex: Wiley-Blackwell, 2011,
pp. 120-134. Philosophy for Everyone. ISBN 978-1-4051-9990-2.

**Article in a Journal**

Name of the author of the article.
Title of the article.
*Title of the periodical.*Issue.
Place of publication: (Specification is not required; marked as crossed out text in the citation example.)
Publisher: (Specification is not required; marked as crossed out text in the citation example.)
Date of publication,
Pagination, number of pages of the article. (Two manners of recording of entries can be used in accordance with the standard: 2004, vol. 8, iss. 11, p. 15-21. or 2004, **8**(11), 5-21.)
Standard identifier (ISSN).
Annotations.

***Example (in a publication written in Czech):***

SLAVÍK, Petr. Terénní cyklisté v lese – škodná nebo příležitost? *Lesnická práce: časopis pro lesnickou vědu a praxi*. ~~Kostelec nad Černými lesy: Lesnická práce~~, 2008, vol. 87, No. 8, pp. 26-27. ISSN 0322-9254.

***Example (in a publication written in English):***

NIET, Gerrit de, Bea TIEMENS and Giel HUTSCHEMAKERES. Can mental healthcare nurses improve sleep quality for inpatients? *British Journal of Nursing.* ~~London: MA Healthcare Ltd~~, 2010,
vol. 19, no. 17, pp. 1100-1105. ISSN 0966-0461.

**Electronic Documents**

When citing electronic types of documents (e.g. internet), the following information form their integral part:

- Type of media, e.g. [online], [computer programme], [CD-ROM]

- Date of citation (date on which the information resource was accessed), and that in the following form [cit. YYYY-MM-DD], in a thesis written in English [viewed YYYY-MM-DD]

- Availability and access (shall be specified in an appropriate place within the text, usually at the end of the citation), e.g. Available from: …, Downloadable from: … etc. In a thesis written in English Available from: … etc.

**Article in an Electronic Journal**

Name of the author of the article.
Title of the article.
*Title of the periodical.*[Type of medium].
Issue.
Place of publication: (Not required.)
Publisher: (Not required.)
Date of publication,
Pagination, number of pages of the article. (Two manners of recording of entries can be used in accordance with the standard: 2004, vol. 8, iss. 11, pp. 15-21. or 2004, **8**(11), 5-21.)
[Date of citation].
Standard identifier (ISSN).
Availability and access. (If the DOI name is available, it shall be used instead of the URL address.)
Annotations.

***Example (in a publication written in Czech):***

FISHER, Matthew B. et al. Organized nanofibrous scaffolds that mimic the macroscopic and microscopic architecture of the knee meniskus. *Acta Biomaterialia* [online]. January 2013, vol. 9, iss. 1, pp. 4496–4504 [cit. 2012-11-26]. ISSN 1742-7061. Available from: <http://dx.doi.org/10.1016/j.actbio.2012.10.018>

***Example (in a publication written in English):***

#### BUCHOLTZ, Mary. In the Profession: Peer Review in Academic Publishing. *Journal of English Linguistics* [online]. March 2010, vol. 38, issue 1, pp. 88-93 [viewed 2012-12-06]. Available from: http://dx.doi.org/10.1177/0075424209356851

**Website**

***Example (in a publication written in Czech):***

*MŠMT: Ministerstvo školství, mládeže a tělovýchovy* [online]. ©2006-2012 [cit. 2012-11-26]. Available from: <http://www.msmt.cz/>

***Example (in a publication written in English):***

*University of Cambridge* [online]. ©2012 [viewed 2012-12-06]. Available from: <http://www.cam.ac.uk/>

**Web Page (Separate Part of a Website) –** the web page has the same author as the website

***Example (in a publication written in Czech):***

**Senior management. *Elsevier* [online]. © 2012 [cit. 2012-11-26]. Available from:** <http://www.elsevier.com/about/management>

***Example (in a publication written in English):***

**Scopus services. *SciVerse: Open to accelerate science* [online]. Elsevier B.V., ©2012 [viewed 2012-12-06]. Available from: http://www.info.sciverse.com/scopus/scopus-services**

**Contribution to a Website (e.g. Paper in Online Proceedings)** – the part has a different author than the website

***Example (in a publication written in Czech):***

**KAN, Michael. China blocks LinkedIn, ramps up Internet censorship.
In: *Macworld* [online]. Feb 25, 2011 5:00 AM
[cit. 2012-11-26]. Available from:** <http://www.macworld.com/article/158155/2011/02/linkedin_china.html>

***Example (in a publication written in English):***

TIMONEY, Richard M. An Internal Characterization of Complete Positivity for Elementary Operators. In: *Proceedings of the Edinburgh Mathematical Society (Series 2)* [online]. June 2002, vol. 45, iss. 02,
pp. 285-300 [viewed 2012-12-06]. Available from: <http://dx.doi.org/10.1017/S0013091500000687>

**Other Types of Documents**

**Academic Qualification Thesis, Doctoral Thesis** **and Habilitation Thesis**

Author:

*Title: (italics) Subordinate title:*[Type of medium].
Place of thesis submission,
Date of thesis submission
[Date of citation].
Type of thesis.
University, faculty, department.
Thesis supervisor.
Availability and access.
Annotations.

***Example (in a publication written in Czech):***

PRIETO BELTRÁN, Juan Carlos. *Zpracování glycerinové frakce* [online]. Zlín, 2015 [cit. 2017-01-26]. Doctoral thesis. Tomas Bata University in Zlín. Faculty of Applied Informatics, Department of Automation and Control Engineering. Thesis supervisor: Prof. Ing. Karel Kolomazník, DrSc. Available from: <http://hdl.handle.net/10563/31077>

***Example (in a publication written in English):***

MALANÍK, David. *Usability of the Artificial Intelligence and Modern Techniques for Securing Computer Systems* [online]. Zlín, 2011 [viewed 2012-12-06]. English Doctoral Thesis. Tomas Bata University in Zlin, Faculty of Applied Informatics, Department of Informatics and Artificial Intelligence. Supervisor doc. Mgr. Roman Jašek, Ph.D. Available from: <http://dspace.k.utb.cz/handle/10563/15507>

If the thesis has been assigned an ISBN, it shall be cited in the same manner as that used in case of a book and the type of the thesis shall be specified in the annotation.

***Example (in a publication written in Czech):***

TOMANCOVÁ, Lucie. *Etika v podnikání - vytváření podnikatelského prostředí firmy*. Zlín: Tomas Bata University in Zlín, 2012. Doctoral thesis. ISBN 978-80-7454-168-1. Original manuscript available from: <http://hdl.handle.net/10563/15638>

***Example (in a publication written in English):***

LINDH, Per. *Compaction- and strength properties of stabilised
and unstabilised fine-grained tills.* Lund: Lund University, 2004. Doctoral Thesis. ISBN 91-973723-5-8. Also available in PDF from: <http://www.byggvetenskaper.lth.se/fileadmin/geoteknik/publications/tvgt1000/Lindh2004_041208b.pdf>

**Patents and standards**

The author is the patent owner or the patent applicant. This information is followed by the title of the patent, country name or code and the official number of the series in which the patent has been included and assigned a number. As regards the numbering, it is sufficient to give the serial number of the relevant patent.

***Example (in a publication written in Czech):***

NOVOTNÝ, Jiří. *Propustek s deformační zónou*. IPC: E01F 5/00. Czech Republic. Patent specification, CZ 302313B6. 2011-01-12. Available also from: http://spisy.upv.cz/ Patents/FullDocuments/302/302313.pdf

***Example (in a publication written in English):***

ENCORE MEDICAL ASSET CORP. *Electrical nerve stimulation device.* Inventor: Gary L. MOORE et al. Int. Cl.: A61N 1/00 (20060101), U.S. Cl. 607/46. US Patent No. 7,254,444. Issued August, 2007.

If it is not obvious from the title that the publication is a patent, then this information should be given additionally in square brackets after the patent title. Additionally, detailed information can be given between the title and the official number of the series – name of the inventor, classification code, date of the application after the abbreviation “Appl.:”.

***Example (in a publication written in Czech):***

ČSN (Czech Technical Standard) ISO 690. *Information and documentation – Guidelines for bibliographic references and citations to information resources*. Prague: Czech Office for Standards, Metrology and Testing, 2011. 39 p. Classification Code 01 0197.

***Example (in a publication written in English):***

ISO 690:2010(E). *Information and documentation – Guidelines
for bibliographic references and citations to information resources.* Geneva: International Organization for Standardization, 2010.
ICS: 01.140.20.

**Legislative documents (Acts and decrees)**

Citation of legislative documents is not defined directly in the Czech Technical Standard ČSN ISO 690. If legislative documents issued only in the Czech Republic are cited in the final thesis, omitting the name of the country and starting the citation with the title of the document is recommended. Specification of the type of the legal regulation, serial number in the Collection of Laws, the year of issuance, the abbreviation “Coll.” and the title of the legal regulation should always be included in the citation. If any amendments had been made to the Act, the wording “as amended” should be added after the title of the Act.

***Example (in a publication written in Czech):***

CZECH REPUBLIC. Act No. 257/2016 Coll. on Consumer Credit. In: *Collection of Laws of the CR*. Year 2016, vol. 100, pp. 3794-3876. ISSN 1211-1244.

Act No. 257/2016 Coll. on Consumer Credit. In: *Collection of Laws of the CR*. Year 2016, vol. 100, pp. 3794-3876. ISSN 1211-1244.

***Example (in a publication written in English):***

Regulation (EU) 2015/478 of the European Parliament and of the Council of 11 March 2015 on common rules for imports (codification). In: *Official Journal of the European Union.* L83/16. 27. 3. 2015 [viewed 2017-01-31]. Also available from: http://eur-lex.europa.eu/eli/reg/2015/478/oj

**References to citations in the text:**

In the text we refer to a bibliographic citation taken from a document from which we cite parts of the text or use the conclusions and ideas included in the text. The reference in the text helps to identify the document or a particular section thereof, i.e. pages. References in the text are given in one of three applicable forms:

1. **Harvard Referencing System (NameandDate Reference System)**

The name of the author and the year of publication of the cited resource are given in the text in the author-date style enclosed in round brackets. If the name of the author appears in the text, only the year is entered, and that enclosed in round brackets. The location of the citation in the resource (numbers of pages from which the citations were taken) is given in round brackets after the year. If two or more resources have the same author and publication year, lower-case alphabet letters shall be assigned to the publication year to distinguish between the resources. Subsequently, the same letters have to be mentioned also in the final list of bibliographic citations. If it is necessary to name two or more resources, they shall be both enclosed in the same round brackets and separated by a semicolon. If the name of the author is missing, the title or a part of the title shall be used (written in italics and enclosed in brackets).

Example:

On the intrapersonal level, communication research focuses on information processing (McQuail, 2002, p. 29). E.g. Ms. Holá (2006, p. 37) claims that communication can be characterized as a process of sharing of particular information. However, the fact that something has been said does not necessarily mean that it has been heard (Šuleř, 2009b, p. 75).

In many situations, individuals delegate authority to an informed expert: investors give money to a fund manager in the hopes that it will be invested wisely; voters elect politicians to make decisions for them; judges are charged with interpreting the law and upholding the constitution on behalf of the people (Fox and Van Weelden, 2012, pp. 142-150).

Bibliographic citations are arranged in a list in alphabetical order according to authors’ surnames. In this system, the publication year is not listed directly after the publisher but after the author’s name and put after a comma. As regards the date of publication, the exact date shall only be given if available.

Example:

 FOX, Justin and Richard VAN WEELDEN, 2012. Costly transparency. *Journal of Public Economics* [online]. February 2012, vol. 96, iss. 1-2, pp. 142-150 [cit. 2012-02-29]. ISSN 0047-2727. Available from: <http://dx.doi.org/10.1016/j.jpubeco.2011.08.007>

HOLÁ, Jana, 2006. *Interní komunikace ve firm*ě. Brno: Computer Press. ISBN 80-251-1250-0.

McQUAIL, Denis, 2002. *Úvod do teorie masové komunikace*.
2nd edition. Prague: Portál. ISBN 80-7178-714-0.

ŠULEŘ, Oldřich, 2009a. …

ŠULEŘ, Oldřich, 2009b. *100 klí*č*ových manažerských technik: komunikování, vedení lidí, rozhodování a organizování.* Brno: Computer Press. ISBN 978-80-251-2173-3.

1. **Numerical Referencing**

A number in square brackets refers to resources cited in the text, and that in the same order in which they are cited for the first time. Other references to the same cited resource shall have the same number as the first reference. The location of the citation in the document shall be specified after the number.

Example:

On the intrapersonal level, communication research focuses on information processing [15, p. 29]. E.g. Ms. Holá [25, p. 37] claims that communication can be characterized as a process of sharing of particular information. However, the fact that something has been said does not necessarily mean that it has been heard [8, p. 75].

In many situations, individuals delegate authority to an informed expert: investors give money to a fund manager in the hopes that it will be invested wisely; voters elect politicians to make decisions for them; judges are charged with interpreting the law and upholding the constitution on behalf of the people. [26, p. 142-150]

Bibliographic citations are arranged in a numbered list in the order in which they appear in the document.

Example:

[8] ŠULEŘ, Oldřich. *100 klí*č*ových manažerských technik: komunikování,vedení lidí, rozhodování a organizování.* Brno: Computer Press, 2009. ISBN 978-80-251-2173-3.

…

[15] McQUAIL, Denis. *Úvod do teorie masové komunikace*. 2nd edition. Prague: Portál, 2002. ISBN 80-7178-714-0.

…

[25] HOLÁ, Jana. *Interní komunikace ve firm*ě. Brno: Computer Press, 2006. ISBN 80-251-1250-0.

…

[26] FOX, Justin a Richard VAN WEELDEN. Costly transparency. *Journal of Public Economics* [online]. February 2012, vol. 96, iss. 1-2, pp. 142-150 [cit. 2012-02-29]. ISSN 0047-2727. Available from: <http://dx.doi.org/10.1016/j.jpubeco.2011.08.007>

1. **Continuous Referencing**

Superscript numbers given in the text refer to cited resources listed in the footnote in the same order in which they appear in the text. Each bibliographic citation of the same information resource shall be assigned a separate number. Only one number can be given (it is not possible to list two references in a row similarly as in the Harvard referencing system or in the numerical referencing system); however, one reference may include more than one bibliographic citation.

Example:

On the intrapersonal level, communication research focuses on information processing18. E.g. Ms. Holá19 claims that communication can be characterized as a process of sharing of particular information. However, the fact that something has been said does not necessarily mean that it has been heard 20.

In many situations, individuals delegate authority to an informed expert: investors give money to a fund manager in the hopes that it will be invested wisely; voters elect politicians to make decisions for them; judges are charged with interpreting the law and upholding the constitution on behalf of the people21.

The references are arranged in numerical order. References are numbered consecutively through the whole document. A reference referring to an information resource given in the previous reference should either repeat the complete bibliographic reference or include the number of the preceding reference, incl. page numbers if available. Placing an alphabetical list of all cited resources at the end of the relevant document is advised.

Example:

18 McQUAIL, Denis. *Úvod do teorie masové komunikace*. 2nd edition. Prague: Portál, 2002, p. 29. ISBN 80-7178-714-0.

…

19 HOLÁ, Jana. *Interní komunikace ve firm*ě. Brno: Computer Press, 2006, p. 37. ISBN 80-251250-0.

…

20 ŠULEŘ, Oldřich. *100 klí*č*ových manažerských technik: komunikování, vedení lidí, rozhodování a organizování.* Brno: Computer Press, 2009, p. 75. ISBN 978-80-251-2173-3.

21 FOX, Justin and Richard VAN WEELDEN. Costly transparency. *Journal of Public Economics* [online]. February 2012, vol. 96,
iss. 1-2, s. 142-150 [cit. 2012-02-29].ISSN 0047-2727. Available from: <http://dx.doi.org/10.1016/j.jpubeco.2011.08.007>

22 Ibidem – in the same place (to be used only in the event that two citations taken from one resource are located on the same page)

23 McQUAIL, Denis, ref. 2, p. 78 (Link to a complete citation in the Reference No. 2)

*Last (back) page must always fall on an even page! Insert an empty page if necessary!*

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1. Footnote formatting - Times New Roman CE 12/14.4 pt, italics, no indentation, 1st line outdented 0.5 cm, justified alignment. [↑](#footnote-ref-1)