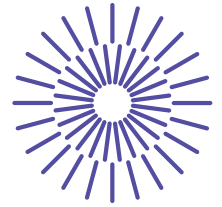


TECHNICAL UNIVERSITY OF LIBEREC

# CITATION GUIDELINES

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# Citation Guidelines

## Abstract

This methodology sets out the rules for referencing in academic theses, scientific and other works at the Technical University of Liberec.

**Keywords:** standard citation forms, references, ČSN ISO 690:2022

## Abstrakt

Tato metodika stanovuje pravidla pro citování v kvalifikačních, vědeckých a dalších pracích na Technické univerzitě v Liberci.

**Klíčová slova:** bibliografické citace, citování zdrojů, ČSN ISO 690:2022

## Acknowledgement

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## List of Abbreviations

a.R.	am Rhein
a. s.	akciová společnost (joint stock company)
AI	artificial intelligence
aktualiz.	aktualizované (updated)
Anon.	Anonymous
App.	Applied
ARK	Archival Resource Key
Aufl.	Auflage
Bd.	Band
bearb.	bearbeitet
č.	číslo (number)
CD-ROM	Compact Disc Read-Only Memory
ČGS	Česká geologická služba (Czech Geological Survey)
cm	centimetre
ČR	Česká republika (the Czech Republic)
ČSN	Czech technical standard
ČSN EN	Czech version of the standard adopted by the European Commission for Standardization
ČSN EN IEC	Czech version of the IEC standard adopted by the European Commission for Standardization
ČSN EN ISO	Czech version of the international ISO standard adopted by the European Commission for Standardization
ČSN ISO	Czech technical standard taken from an international standard
CZ	the Czech Republic
DOI	Digital Object Identifier
dopl.	doplňené (supplemented)
e.g.	for example
ed.	edition or editor
éd.	édition
EFL	English as a foreign language
el.	electronic
EN	European Norms
EPUB	electronic publication
ES	Evropské společenství (European Community)

et al.	et alii
etc.	et cetera
ETSI	European Telecommunications Standards Institute
EU	European Union
FVHE	Fakulta veterinární hygieny a ekologie (Faculty of Veterinary Hygiene and Ecology)
GPU/TPU	Graphics Processing Unit/Tensor Processing Unit
HDL	Handle
HN	Hospodářské noviny (Economic Newspaper)
html	Hypertext Markup Language
i.e.	that is
ICT	information and communication technologies
ID	identifier
IEC	International Electrotechnical Commission
ISAN	International Standard Audiovisual Number
ISBN	International Standard Book Number
ISMN	International Standard Music Number
ISO	International Standard Organization
ISRC	International Standard Recording Code
ISRN	International Standard Technical Report
ISSN	International Standard Serial Number
ISWC	International Standard Musical Code Work
Jahrg.	Jahrgang
JIT.	Just In Time
Kč	Koruna česká (Czech crown)
kol.	kolektiv (collective)
Ltd.	Limited
MF	Ministry of Finance
MKP	Městská knihovna v Praze (Municipal Library in Prague)
mld.	miliarda (billion)
MŠMT	Ministerstvo školství, mládeže a tělovýchovy (Ministry of Education, Youth and Sports)
n°	numéro
NERP	National Environmental Reporting Platform
NK ČR	Národní knihovna České republiky (National Library of the Czech Republic)
no.	number
OEM	Original Equipment Manufacturer
Op.	Opus
p.	page
PDF	Portable Document Format
PhD	philosophiæ doctor

PMID	PubMed identifier
pp.	pages
přepřac.	přepřacované (revised)
PURL	Persistent Uniform Resource Locator
roč.	ročník (volume)
rozšřř.	rozšřřené (extended)
s. r. o.	společnost s ručením omezeným (company with limited liability)
Sb.	Sbírka zákonů (Collection of Laws)
SIEF	International Society for Ethnology and Folklore
SNKLHU	Státní nakladatelství krásné literatury, hudby a umění (State Publishing House of Fine Literature, Music and Art)
SVB	Silicon Valley Bank
TGM	Tomáš Garrigue Masaryk
TU	Technical University
TUL	Technical University of Liberec
U.S.	the United States of America
ÚNMZ	Úřad pro technickou normalizaci, metrologii a státní zkušebnictví (Czech Office for Standards, Metrology and Testing)
upř.	upravené (revised)
URL	Uniform Resource Lokator
URN	Uniform Resource Name
UTB	Univerzita Tomáše Bati ve Zlíně (Tomas Bata University in Zlín)
vol.	volume
vyd.	vydání (edition)
WHO	World Health Organization
WO	patent of the World Intellectual Property Organization
XL	extra large
XLS	file extension of the Office Open XML specification
ZČU	Západočeská univerzita v Plzni (University of West Bohemia)

# 1 Introduction

These guidelines contain translation of the book *Metodika citování, 3. vydání* [1] which is based on the currently valid Czech citation standard *ČSN ISO 690:2022 Informace a dokumentace — Pravidla pro bibliografické citace a citace informačních zdrojů* [2] as well as the original English standard *ISO 690:2021 Information and documentation — Guidelines for bibliographic references and citations to information resources* [3]. During the update of the Czech citation standard, numerous notable modifications have been implemented, encompassing terminology adjustments, limitations on typographic methods in bibliographic citations, and the expansion of rules governing the citation of electronic sources [2]. This book does not apply all the rules of the new citation standard; it applies those rules that are desirable at the Technical University of Liberec. Individual faculties further adapt the rules according to their needs in the guidelines for thesis writing [4].

The most important changes in this manual compared to the previous publication *Metodika zpracování bibliografických citací a pravidla pro psaní citací, 2. vydání* [5] are as follows:

- An in-text citation that points to a source of information in the body of the paper is now called shortly a ‘citation’.
- Instead of a maximum of three authors, the reference lists five authors; the abbreviation et al. is applied from six authors onwards.
- Words indicate the volume and issue of journals; the distinction in bold or brackets is not used.
- New types of information sources extend the guidelines according to the needs of the Technical University of Liberec, e.g. software and datasets.

When referencing, it is crucial to follow the rules below:

1. Adhere to a consistent citation style, format and punctuation throughout the work. Citation styles cannot be combined.
2. Identify information taken from other works (quotations or paraphrases) in a clear and distinct way.
3. Provide enough information in reference to make the cited source clearly identifiable and traceable.

4. Cite non-public sources (interview, email, etc.) only if the information cannot be found in publicly available information sources.
5. Check the accuracy of data obtained by the programs and correct errors according to the primary information source.

There are a number of tools—reference managers—that allow you to work more efficiently with sources of information and to cite in your own work. We can recommend Zotero [6], JabRef [7], and citace PRO [8]. References created using reference managers do not currently apply all the rules of ISO 690:2022 and the regulations mentioned in these guidelines.

Some examples have been changed from the original Czech version [1] to illustrate the topics in English better.

In line with current requirements, we note that an artificial intelligence tool, the GrammarlyGo plugin, was used to formulate some of the sentences in this translation. ChatGPT and Perplexity were used to check grammar and find some examples of references.

## 2 Quotation and paraphrase

Utilizing information sources involves examining the views of individual experts and comparing their agreements and contradictions. The citation rules are essential and form the basis of academic ethics and copyright law.

When citing, three parts are included in the paper: the quotation or paraphrase, the reference and the citation (formerly an in-text citation). The information taken can be used in the text as a quotation or paraphrase. The list of references consists of bibliographic references of individual information sources. The citation provides the connection between the information taken and the bibliographic reference.

### 2.1 Quotation

In the quotation, the entry in the text is taken exactly as it appears in the original document. A quotation is written in italics and in quotation marks. The text is transcribed verbatim, and no part of it may be omitted<sup>1</sup>. The quotation shall indicate the pages of the original document on which the entry appears if the original document is paginated. Examples of quotations are given below.

#### **Example 1 – name and date system**

*‘During the birth of bioethics from 1947 to the 1970s, nurses’ voices were left out of the dialogue of ethics’ (Butts and Rich, 2020, p. 60).*

#### **Example 2 – numeric system**

*‘It is important to call a client by the name he or she prefers’ [2, p. 11].*

### 2.2 Paraphrase

In the case of a paraphrase, the information is given in its own words, without italics. Paraphrases shall not be written in quotation marks, indicating the pages are unnecessary.

---

<sup>1</sup>If the quote includes a reference to another source, it is called secondary referencing. This citation method is not recommended; see chapter 4.

The original wording of the information used in examples 1 and 2 can be verified in chapter [2.1](#).

**Example 1 – name and date system**

Between 1947 and the 1970s, nurses were not included in ethical discussions related to the development of bioethics (Butts and Rich, 2020).

**Example 2 – numeric system**

Always address the client by their preferred name [2].

## 3 Citation

For each quotation or paraphrase in the text, the citation shall be created to the list of references used so that the source of the cited information can be accurately identified. Thus, a citation is a reference in the written text to another source of information, or part thereof, made by one of the systems described in the chapters 3.1 to 3.5.

Different citation systems are preferred in different disciplines. The following systems can be recommended for specific disciplines:

- architecture: name and date system,
- economics: name and date system,
- engineering: numeric system,
- medicine: name and date system or numeric system,
- pedagogy: name and date system,
- textile: name and date system.

The Technical University of Liberec's name and date system uses round brackets, while the numeric system mostly uses square brackets.

### 3.1 Name and date system (Harvard system)

In the name and date system, the year of publication is moved to after the authors' names in the reference list for all bibliographic citations. If a source does not have an author, [ANON.] is used instead. If multiple sources have the same author and year, lowercase letters are added after the year to differentiate them (NOVÁK, Richard et al., 2020a; followed by NOVÁK, Richard et al., 2020b and so on).

In the citation, the authors' last names, the year including a distinguishing letter and, in the case of quotation, the page number is included, e.g. (Pokorná et al., 2019) or (Košta, 2013, p. 54). If the author's surname appears in the text, it is suppressed in the citation, and only the year is given with the page cited, if any (e.g. According to Kapounová (2020), about half a million Europeans suffer a cardiac arrest every year.).

If multiple sources of information provide identical information, the text will include the citations in consecutive single brackets, separated by a semicolon, i.e. (Novák, 2016; Procházková et al., 2017, p. 54).



**Citation to an information source without author:**

(Anon., 2016)

**Citation to a single-authored information source:**

(Košta, 2013)

**Citation to an information source with two authors:**

(Novák and Procházka, 2022)

**Citation to an information source with more than two authors:**

(Svoboda et al., 2021)

When a multi-author citation is truncated and matches another citation, the surnames of the additional authors are included until there is a distinction in the citation. For example

(Svoboda, Novák and Malý, 2021)  
(Svoboda, Novák and Zelený, 2021)

In the reference list, references are arranged alphabetically from A to Z, then chronologically for identical authors, and then alphabetically by title.

### 3.1.1 Example of text and reference list

Valuable data was in the publication *Transcultural Concepts in Nursing Care* (Andrews and Boyle, 2016). According to Kapounová (2020), major health-care-associated infections can be influenced through prevention. ‘*During the birth of bioethics from 1947 to the 1970s, nurses’ voices were left out of the dialogue of ethics*’ (Butts and Rich, 2020, p. 60).

Tomšej (2020b) gives an example of when employees may lie to their employer about their health. Even so, there are occupations where an employee’s health is a prerequisite for doing the job. If an employee’s health prevents them from performing such a job and the employee is judged to be unfit, this is not discrimination on the grounds of health (Tomšej, 2020a). According to § 62 of the Higher Education Act (Czechia, 1998), the protection of student health is also necessary during university practice.

**References:**

ANDREWS, Margaret M. and Joyceen S. BOYLE, 2016. *Transcultural Concepts in Nursing Care*. 7th ed. Philadelphia: Wolters Kluwer. ISBN 978-1-4511-9397-8.

BUTTS, Janie B. and Karen L. RICH, 2020. *Nursing Ethics: across the Curriculum and into Practice*. 5th ed. Burlington: Jones & Bartlett. ISBN 978-1-284-17022-1.

CZECHIA, 1998. Zákon č. 111 ze dne 22. dubna 1998 o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách). In: *Sbírka zákonů České republiky*. Issue 39, p. 5388–5419. ISSN 1211-1244.

KAPOUNOVÁ, Gabriela, 2020. *Ošetrovatelství v intenzivní péči*. 2., aktualiz. a dopl. vyd. Sestra. Praha: Grada. ISBN 978-80-271-0130-6.

TOMŠEJ, Jakub, 2020a. *Diskriminace na pracovišti*. Právo pro praxi. Praha: Grada. ISBN 978-80-271-1014-8.

TOMŠEJ, Jakub, 2020b. *Zdraví a nemoc zaměstnance*. Právo pro praxi. Praha: Grada Publishing. ISBN 978-80-271-1015-5.

## 3.2 Numeric system

Numerical citations are written in the text from number 1 upwards, i.e. in the order in which they are first cited. Numbers should be given in round or square brackets or superscripts; at the Technical University of Liberec, using square brackets is recommended. It is possible to refer back to previously mentioned literature, but it is necessary to keep the number of the source used (e.g. 1, 2, 3, 4, 2). Non-consecutive numbering (e.g. 1, 5, 3, 4) is prohibited.

When creating a paragraph, gathering information from various documents and compiling them into one paragraph with citations listed at the end is inappropriate. Each quoted text must be accompanied by its corresponding source citation directly after. The references list should be arranged in ascending numerical order. If multiple sources contain the same information, they should be cited in the text within one parenthesis and separated by a comma, e.g. [1, 4].

### 3.2.1 Example of text and reference list

Valuable data was in the publication *Transcultural Concepts in Nursing Care* [1]. ‘*During the birth of bioethics from 1947 to the 1970s, nurses’ voices were left out of the dialogue of ethics*’ [2, p. 60]. Measuring temperature in the ears using a specialized digital thermometer is a recent advancement [3]. According to § 62 of the Higher Education Act [4], the protection of student health is also necessary during university practice.

#### References:

- [1] ANDREWS, Margaret M. and Joyceen S. BOYLE. *Transcultural Concepts in Nursing Care*. 7th ed. Philadelphia: Wolters Kluwer, 2016. ISBN 978-1-4511-9397-8.

- [2] BUTTS, Janie B. and Karen L. RICH. *Nursing Ethics: across the Curriculum and into Practice*. 5th ed. Burlington: Jones & Bartlett, © 2020. ISBN 978-1-284-17022-1.
- [3] POSPÍŠILOVÁ, Eva and Valérie TÓTHOVÁ. *Vývoj vybraných ošetrovatelských postupů od nejstarších dob po současnost*. V Praze: Triton, 2015. ISBN 978-80-7387-824-5.
- [4] CZECHIA. Zákon č. 111 ze dne 22. dubna 1998 o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách). In: *Sbírka zákonů České republiky*. 1998, issue 39, p. 5388–5419. ISSN 1211-1244.

### 3.3 Named tag system

The author creates a distinctly named tag for each source of information, which is included in square brackets before the reference in the reference list. Citations are formed using these named tags, written in round or square brackets or as superscripts. The reference list is organized alphabetically based on the named tags. If multiple sources contain the same information, all corresponding named tags are listed consecutively in the text (e.g. [POIUZ] [TREWQ]).

#### 3.3.1 Example of text and reference list

Valuable data was in the publication *Transcultural Concepts in Nursing Care* [TCINC]. ‘*During the birth of bioethics from 1947 to the 1970s, nurses’ voices were left out of the dialogue of ethics*’ [NE, p. 60]. Measuring temperature in the ears using a specialized digital thermometer is a recent advancement [VVOPONDPS]. According to § 62 of the Higher Education Act [ZOVŠ], the protection of student health is also necessary during university practice.

#### References:

- [NE] BUTTS, Janie B. and Karen L. RICH. *Nursing Ethics: across the Curriculum and into Practice*. 5th ed. Burlington: Jones & Bartlett, © 2020. ISBN 978-1-284-17022-1.
- [TCINC] ANDREWS, Margaret M. and Joycen S. BOYLE. *Transcultural Concepts in Nursing Care*. 7th ed. Philadelphia: Wolters Kluwer, 2016. ISBN 978-1-4511-9397-8.
- [VVOPONDPS] POSPÍŠILOVÁ, Eva and Valérie TÓTHOVÁ. *Vývoj vybraných ošetrovatelských postupů od nejstarších dob po současnost*. V Praze: Triton, 2015. ISBN 978-80-7387-824-5.
- [ZOVŠ] CZECHIA. Zákon č. 111 ze dne 22. dubna 1998 o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách). In: *Sbírka zákonů České republiky*. 1998, issue 39, p. 5388–5419. ISSN 1211-1244.

## 3.4 Running notes (footnotes system)

Continuous citations are written in the text from number 1 upwards, i.e. in the order in which they are first cited. These citations can be enclosed in round or square brackets or in superscripts immediately following the referenced information. Using non-consecutive numbering such as <sup>1, 5, 3, 4</sup> is not permissible. If a source is cited more than once, a new number should be assigned to it in the text.

It is impossible to create a paragraph by taking information from different sources, writing it out in one paragraph, and putting all the citations at the end. The citation to the source used must be given directly after the quotation or paraphrase.

When multiple sources of information share identical information, their respective citations should appear consecutively and be separated by a comma, e.g. (<sup>3, 4</sup>).

A footnote is created on the same page as the cited information. The text of the footnote may contain the full reference or a shortened form in the format SURNAME OF THE FIRST CREATOR, *Title*, year, page number (for example NOVÁK, *Fyzika*, 2023, p. 57) or for multiple creators SURNAME OF THE FIRST CREATOR et al. (e.g. (MAGERČIAKOVÁ et al., *Motivace sester po pandemii covidu-19*, 2023, p. 14).

The reference list is arranged in ascending order by number. If any information source is cited more than once, the complete reference is written for the first digit; for the others, only the first surname, the digit of the first reference, and, if necessary, the page for the quotation is written (e.g. KAPOUNOVÁ, note 2, p. 65.).

### 3.4.1 Example of text and reference list

In the publication *Transcultural Concepts in Nursing Care*<sup>1</sup> a lot of valuable information is mentioned. Major healthcare-associated infections<sup>2</sup> can be influenced through prevention. Measuring temperature in the ears using a specialized digital thermometer is a recent advancement.<sup>3</sup> ‘*During the birth of bioethics from 1947 to the 1970s, nurses’ voices were left out of the dialogue of ethics.*’<sup>4</sup> According to § 62 of the Higher Education Act<sup>5</sup>, the protection of student health is also necessary during university practice.

#### Footnotes:

<sup>1</sup> ANDREWS et al., *Transcultural Concepts in Nursing Care*, 2016.

<sup>2</sup> KAPOUNOVÁ, *Ošetrovatelství v intenzivní péči*, 2020.

<sup>3</sup> POSPÍŠILOVÁ et al., *Vývoj vybraných ošetrovatelských postupů od nejstarších dob po současnost*, 2015, p. 160.

<sup>4</sup> BUTTS et al., *Nursing Ethics*, 2020, p. 60.

<sup>5</sup> CZECHIA. *Zákon č. 111 ze dne 22. dubna 1998 o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách)*, 1998.

## References:

1. ANDREWS, Margaret M. and Joycen S. BOYLE. *Transcultural Concepts in Nursing Care*. 7th ed. Philadelphia: Wolters Kluwer, 2016. ISBN 978-1-4511-9397-8.
2. KAPOUNOVÁ, Gabriela. *Ošetrovatelství v intenzivní péči*. 2., aktualiz. a dopl. vyd. Sestra. Praha: Grada, 2020. ISBN 978-80-271-0130-6.
3. POSPÍŠILOVÁ, Eva and Valérie TÓTHOVÁ. *Vývoj vybraných ošetrovatelských postupů od nejstarších dob po současnost*. V Praze: Triton, 2015. ISBN 978-80-7387-824-5.
4. BUTTS, Janie B. and Karen L. RICH. *Nursing Ethics: across the Curriculum and into Practice*. 5th ed. Burlington: Jones & Bartlett, © 2020. ISBN 978-1-284-17022-1.
5. CZECHIA. Zákon č. 111 ze dne 22. dubna 1998 o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách). In: *Sbírka zákonů České republiky*. 1998, issue 39, p. 5388–5419. ISSN 1211-1244.

## 3.5 Implied system

The implied system can be used for citing standards, which always have their own unique designation using standard numbers. Citations are made up of standard numbers. References also begin with the standard number. The reference list is arranged alphabetically according to the first element.

### 3.5.1 Example of text and reference list

ETSI EN 301 549 V2.1.2 defines an authoring tool as software that can be used to create or modify content. On page 14 of the standard ČSN ISO 690:2022, the term database is defined as ‘*sbírka (3.6) strojově čitelných informací uspořádaných tak, že mohou být snadno zpřístupněny, spravovány a aktualizovány*’ (a collection (3.6) of machine-readable information arranged so that it can be easily accessed, managed and updated). The standard ČSN EN 12464-1:2022 defines only two terms: place of the activity, or the submission of the shape; modelling.

## References:

- ČSN EN 12464-1:2022, *Světlo a osvětlení — Osvětlení pracovišť — Část 1: Vnitřní pracoviště*. 2022. Available from: <https://sponzorpristup.agentura-cas.cz/>. [sponsored access].
- ČSN ISO 690:2022, *Informace a dokumentace — Pravidla pro bibliografické odkazy a citace informačních zdrojů*. 2022. Available from: <https://csnonline.agentura-cas.cz/>. [paywall].

ETSI EN 301 549 V2.1.2, *Accessibility Requirements for ICT Products and Services*. 2018. Available from: [https://www.etsi.org/deliver/etsi\\_en/301500\\_301599/301549/02.01.02\\_60/en\\_301549v020102p.pdf](https://www.etsi.org/deliver/etsi_en/301500_301599/301549/02.01.02_60/en_301549v020102p.pdf). [free access].

## 4 Secondary referencing

Secondary referencing or citation of citation is the citation of an information source that cites another information source. This method of citing is not recommended. The original source of information should always be traced, and the information cited should be verified in that source. Secondary citation is only possible in exceptional cases.

It is important to indicate in the citation that the information cited is from a secondary source and to identify the original author properly. Only the secondary source should be listed in the reference list, while an original document that was not consulted should not be included [9].

### 4.1 Name and date system

Rydell's book provides insight into the perspective of Peter Gay, who viewed the Weimar era as an opportunity for Germany to embark on a new beginning (Gay, 1970 as cited in Rydell, 2017).

#### References:

RYDELL, Anders, 2017. *Zloději knih: pátrání po zmizelých knihovnách*. Tema; svazek 27. Zlín: Kniha Zlin. ISBN 978-80-7473-532-5.

### 4.2 Numeric system

Rydell's book provides insight into the perspective of Peter Gay, who viewed the Weimar era as an opportunity for Germany to embark on a new beginning [1].

#### References:

[1] RYDELL, Anders. *Zloději knih: pátrání po zmizelých knihovnách*. Tema; svazek 27. Zlín: Kniha Zlin, 2017. ISBN 978-80-7473-532-5.

### 4.3 Running notes

Rydell's book provides insight into the perspective of Peter Gay, who viewed the Weimar era as an opportunity for Germany to embark on a new beginning<sup>1</sup>.

**Footnote:**

<sup>1</sup> RYDELL, *Zloději knih: pátrání po zmizelých knihovnách*, 2017.

**References:**

1. RYDELL, Anders. *Zloději knih: pátrání po zmizelých knihovnách*. Tema; svazek 27. Zlín: Kniha Zlin, 2017. ISBN 978-80-7473-532-5.



## 5 Principles of references

The individual data elements used in reference for the description of the information resource (hereinafter metadata) are primarily taken directly from the cited document in the following order: title page or its equivalent (title screen, etc.), embedded or external metadata (source code, etc.), cover, case, accompanying documentation (user manual, etc.), web page source code. Library catalogues and electronic databases (secondary metadata sources) are mainly used to verify the accuracy of the metadata or to track down missing metadata.

Metadata taken from secondary sources or added by the author of the citation is given in square brackets, e.g. [\[viewed 2023-01-30\]](#).

When multiple variations of a particular data exist in the information source, the predominant form or the one validated by secondary sources is utilized.

Metadata has a fixed order and method of writing according to the chosen citation style.

The principle of preserving spelling standards applies, i.e. the spelling rules of the specific language in which the metadata is written are followed.

The principle of language preservation also applies, i.e. individual metadata is used in the original language, not translated. For example the title of the Czech book remains [Osudy dobrého vojáka Švejka](#), the name of the French publisher [Hachette Livre](#), the Czech edition in the book written in the Czech language is [2. vyd.](#)

For papers from conference proceedings, a reference is created either according to the template for a book chapter (applies to one-off conferences) or to the template for an article (applies to repeated conferences).

### 5.1 Creators

The creator of the information source can be a person or a corporation (companies, institutions, conferences, etc.). While tools powered by artificial intelligence (AI) like ChatGPT, DALL·E, Midjourney, and Lumen5 cannot be cited as authors or co-authors in references, it is necessary to acknowledge their utilization in work itself, typically in the introduction or methodology section.

The **names of the persons** are given as they appear in the cited information source. In the case of different variants of a name in individual references, a uniform form of the name shall be used in all references so that all works of the same author use the same creator information (e.g. [ROWLING, J. K.](#) and [ROWLING, Joanna K.](#)

and ROWLINGOVÁ, J. K. are unified as ROWLING, J. K.)<sup>1</sup>. All authors' surnames are capitalized. Academic titles are not given. **First names** are written as they appear in the information source, e.g. JAROŠOVÁ, Darja and Renáta ZELENÍKOVÁ. All first names that appear in the document are given. If the author's initial is given instead of the full first name, it is followed by a full stop, e.g. VOLANDES, A. E. All author initials are given, e.g. PURKYNĚ, J. E.

When there are one to five authors, all of their names are listed (such as BRDLÍK, Pavel; Jan NOVÁK; Martin BORŮVKA; Luboš BĚHÁLEK and Petr LENFELD). However, if there are six or more authors, only the first five are listed, and the remaining authors are abbreviated with **et al.** (e.g. HLAVÁČKOVÁ, Veronika; Rojina SHRESTHA; Eva HOFMANOVÁ; Pavel KEJZLAR; Jakub ŘÍHA *et al.*). There is no comma before *et al.*

The **names of the editor(s)** are followed by the abbreviation (ed.) (e.g. DAVIDSON, Ronald J. (ed.) or MAREŠOVÁ, Vilma and Pavla URBÁŠKOVÁ (ed.)).

When citing an **organization**, as the author, use its official name written in capital letters (e.g. TECHNICAL UNIVERSITY OF LIBEREC). If the organization has a commonly known abbreviation, it may also be used but must be included in the list of abbreviations. (For example, if the author of the cited source is the World Health Organization, it can be abbreviated to WHO in the reference).

If the information source has no creator, then

in the name and date system, the named tag system and the implied system, the abbreviation [Anon.] is written instead of the creator,

in the numeric system and the running notes, it is simply excluded without any replacement. The reference starts with the name of the information source.

## 5.2 Titles

The information source's title is italicized. If there are multiple titles, the title of the parent unit is italicized. For example, if an article from a journal is cited, only the title of the journal is italicized. Likewise, if a book chapter is cited, the book's title is italicized. When citing a webpage, the website's title is italicized.

The title also incorporates the number and title of the volume, and these metadata are also written in italics (e.g. *Vnitřní lékařství. I. díl*).

If a question mark or exclamation mark is part of the title, it must also be included and the full stop after it is omitted (e.g. *Chcete se dostat na lékařskou fakultu?*).

The subtitle, i.e. the information supplementing the title (e.g. *Alergie: léčba a odstranění příčin alergických reakcí*), is not obligatory, but since it has considerable informational value, it is recommended to include it in the reference.

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<sup>1</sup>The Authority Database of the National Library of the Czech Republic, see <https://authority.nkp.cz/> [10] or similar foreign databases are used to find the preferred form of the name.

## 5.3 Formats

For non-print sources of information, it is mandatory to indicate the format (e.g. [PDF](#), [MP4](#), [EPUB](#), [programme](#), [video](#), [dataset](#)) and the type of medium on which the information resource is available (e.g. [online](#), [CD-ROM](#), [cassette tape](#)). For traditional printed sources, these metadata are not given.

## 5.4 Edition and version

The first edition is not indicated; in other cases, the edition is mandatory. Abbreviating the edition is recommended (e.g. [3. vyd.](#), [2. rozšíř. vyd.](#), [V MKP 3. el. vyd.](#)).

The edition is given in the language of the information source, i.e. it is not translated into Czech ([2nd ed.](#) for English source, [5.](#), [neu bearb. Aufl.](#) for German, [26ème éd.](#) for French etc.).

Information about the version is always given (e.g. version of the article before peer review [Preprint](#), online version of an article prior to its inclusion in the printed version of the journal [Online first](#), standard in progress [Draft](#), software version [Version 2.4](#), dataset version [Version 1](#)).

## 5.5 Series

Series is a publisher's collection to which the cited information source belongs, e.g. series [Sestra](#) of the publisher Grada. The series title is often mentioned on the document's cover or on the page opposite the title page. In English, it often contains the word 'series'. Individual documents belonging to a series may be numbered. It is recommended to add the title of the series and the number into reference; the information is taken from the source cited (e.g. [Edice moderních švýcarských autorů, vol. 8](#)).

## 5.6 Place and publisher

If more than one place of publication is mentioned in the information source, only the first place of publication, i.e. the city, is always written. The metadata is given as it appears in the cited source of information (e.g. [Praha, V Liberci](#)). State names or abbreviations of U.S. states are not provided.

Only one publisher's name is given; in the case of multiple publishers, the name of the first publisher is given. The metadata is copied as it appears in the source of information; it is not abbreviated (e.g. [Vydavatelství Univerzity Palackého Olomouc](#)). The company form (for example s. r. o., a. s., Ltd.) is omitted.

When the location or publisher information is not provided, it is omitted from the reference.

## 5.7 Year or date

The year or date of publication shall be written as it appears in the document cited; it should be written in Arabic numerals.

For printed sources, only the year of publication is used (e.g. 2023).

When the source of information only provides the year of copyright instead of the year of publication, it should be recorded along with the copyright symbol © (e.g. © 2021).

When citing electronic sources, the full publication date is included, if available (e.g. 22 May 2019). The full date shall be followed by the formalised form of this metadata in the format [YYYY-MM-DD] (e.g. the date 31 January 2023 is written as [2023-01-31]). In cases where it is also necessary to indicate the time when the information source was published (for interviews, social media posts, etc.), it should be written in the form [YYYY-MM-DDTHH:MM] (e.g. time 14:20, date 31 January 2023 should be written as [2023-01-31T14:20]).

The date of citation is given only for dynamic documents<sup>2</sup>. It is written in the form [viewed YYYY-MM-DD] (e.g. [viewed 2023-01-31]). For static documents<sup>3</sup>, the date of citation is not included.

## 5.8 Volume and issue, or date

In periodical publications, the sources used are identified by volume and issue number or by date of publication. In the case of both variants, only the volume and issue number are used. This information is always abbreviated in the language of the cited source (e.g. the quoted Czech article will have metadata *roč. 18, č. 2.*; English article will be cited using metadata *vol. 2, no. 5*) see table 5.1, which contains a list of abbreviations in the most commonly used languages. The date shall be written in the formalised form YYYY-MM-DD.

Tabulka 5.1: Abbreviations for volumes and issues of journals

	Volume	Issue
Czech	roč.	č.
English	vol.	no.
French	vol.	n°
German	Jahrg.	Bd.

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<sup>2</sup>For the definition of a dynamic document, see Czech Explanatory Terminology Database of Library and Information Science [11].

<sup>3</sup>Definition of a static document is in Czech Explanatory Terminology Database of Library and Information Science as well [12].

## 5.9 Pagination

In references of sources that are parts of other information sources (e.g. journal articles, conference proceedings, book chapters), the location of the source is mandatory. The page range is given (e.g. pp. 33–58 or p. 67).

In other cases, the number of pages is not mandatory, and it is recommended not to specify.<sup>4</sup>

## 5.10 Identifiers

Only one identifier or standard number of the information source is given in the reference.

The priority of identifiers or standard numbers is determined as follows: DOI, ISBN<sup>5</sup> (only if DOI is not available), ISSN (if ISBN is not available), then ISAN, ISMN, ISRC, ISRN, ISWC, PMID, arXiv ID and any other identifiers.

The persistent identifiers DOI, HDL (Handle), URN, PURL and ARK are given as hyperlinks in the reference section Availability and location according to the following scheme:

Available from: routing service/identifier (e.g. Available from: <https://doi.org/10.1016/j.cej.2017.07.132>).<sup>6</sup> The URL of the information source is not included in the reference.

## 5.11 Availability

A complete hyperlink is given (a full URL, e.g. Available from: <https://portal.liberec.cz/>); Internet applications serving to shorten URLs are not used.

When dealing with dynamic web pages that may not be preserved in their original form, it's advisable to create an archive of the referenced web page to ensure its availability in the future<sup>7</sup> and in the reference provide a reference to the archived version (e.g. Archived copy available from: Internet Archive (distributor), <https://web.archive.org/web/20230211163257/https://www.fm.tul.cz/pro-uchazece>. [archived 2023-02-11]. [viewed 2023-02-11].).

If the information source has a persistent identifier, that identifier replaces the URL; see section 5.10.

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<sup>4</sup>In this case, the last numbered page in the book is given; the next few unnumbered pages at the end are not counted, nor is the information from the colophon taken.

<sup>5</sup>If the cited source has both a 10-digit and a 13-digit ISBN, then the 13-digit ISBN is always used in the reference.

<sup>6</sup>HDL scheme <https://hdl.handle.net/10462/eadarc/7154>, URN scheme <http://urn.fi/URN:NBN:fi:au:cn:39756A>, PURL scheme <https://purl.org/londonatil/>, ARK scheme <https://n2t.net/ark:/53355/cl010066723>.

<sup>7</sup>Archiving and access are made possible by the Internet Archive's Wayback Machine digital archive at: <https://web.archive.org/save>.

## 5.12 Location

The information about location shall be provided for internal and company information sources that are not freely available (e.g. `At: internal document from Magna company`). For rare information resources that are available only in a specific library (manuscripts, printed qualification works, etc.), the name of the library and the signature or other location data are given so that the information resource can be traced (e.g. `At: Moravian Library, call number Moll-0006.028`).

## 6 Templates for references

### 6.1 Printed information sources

#### 6.1.1 Printed book without an author

*Title: subtitle.* Edition. Series title, number in series. City: publisher, year of publication. Document identifier. Location.

##### **Example 1**

*The Bible Book.* Big Ideas Simply Explained. London: DF, 2018. ISBN 978-0-2413-0190-6.

##### **Example 2**

*Václav Husa.* Acta Universitatis Carolinae. Philosophica et historica, 5-1988. Praha: Univerzita Karlova, © 1989.

##### **Example 3**

*Macmillan English Dictionary: for Advanced Learners.* 2nd ed. Oxford: Macmillan, 2007. ISBN 978-0-230-02493-9.

##### **Example 4**

*Nový zákon.* V Starém městě pražském: [Jan Kamp], 1498. At: Library of the CAS, call number 2 TE 2.

## 6.1.2 Printed book with one author

SURNAME, First name. *Title: subtitle*. Edition. Series title, number in series. City: publisher, year of publication. Document identifier. Location.

### Example 1

RAWORTH, Kate. *Doughnut Economics: Seven Ways to Think like a 21st-century Economist*. Vermont: Chelsea Green Publishing, 2017. ISBN 978-1-60358-674-0.

### Example 2

LENFELD, Petr. *Technologie II. 2. část, Zpracování plastů*. 3. vyd. Liberec: Technická univerzita v Liberci, 2016. ISBN 978-80-7494-305-8.

### Example 3

JELÍNKOVÁ, Ilona. *Klinická propedeutika pro střední zdravotnické školy*. 2., dopl. vyd. Sestra. Praha: Grada Publishing, 2020. ISBN 978-80-271-1052-0.

### Example 4

THOMÉE, Vidar. *Galerkin Finite Element Methods for Parabolic Problems*. Lecture Notes in Mathematics, 1054. Berlin: Springer, 1984. ISBN 978-3-540-12911-0.

### Example 5

NÁRODNÍ KNIHOVNA ČESKÉ REPUBLIKY. *Dalimilova kronika: pařížský zlomek latinského překladu*. Praha: Gloriet, 2005. ISBN 80-86644-64-2.



### 6.1.3 Printed book with two authors

SURNAME, First name and First name SURNAME. *Title: subtitle.*  
Edition. Series title, number in series. City: publisher, year of  
publication. Document identifier. Location.

#### Example 1

BANERJEE, Abhijit V. and Esther DUFLO. *Good Economics for Hard Times: Better Answers to Our Biggest Problems.* Penguin Economics. London: Penguin Books, 2020. ISBN 978-0-14-198619-7.

#### Example 2

BANDŽUCH, Tomáš and Marek SKŘIPSKÝ. *Archivy tajné války. II., Světy v plamenech.* Česká fantastika, svazek 157. Praha: Straky na vrbě, 2022. ISBN 978-80-88346-21-0.

#### Example 3

ČÁP, Petr; Ondřej RYBNÍČEK et al. *Alergologie do kapsy. 2., přeprac. a dopl. vyd.* Medicína. Praha: EEZY Publishing, 2022. ISBN 978-80-908638-4-2.<sup>1</sup>

#### Example 4

EUROSTAT and EUROPEAN COMMISSION. *Europe in Figures: Eurostat Yearbook 2012.* Statistical Books. Theme: General and Regional Statistics. Luxembourg: Publications Office of the European Union, 2012. ISBN 978-92-79-22085-2.

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<sup>1</sup>The book states that the authors are ‘Petr Čáp, Ondřej Rybníček a kol.’ There are therefore only two credited authors. The abbreviation ‘a kol.’ is replaced by the abbreviation ‘et al.’

#### 6.1.4 Printed book with three to five authors

SURNAME, First name; First name SURNAME; First name SURNAME; First name SURNAME and First name SURNAME. *Title: subtitle*. Edition. Series title, number in series. City: publisher, year of publication. Document identifier. Location.

##### **Example 1 – three authors**

BARNETT, J. A.; R. W. PAYNE and D. YARROW. *Yeasts: Characteristics and Identification*. 3rd ed. Cambridge: Cambridge University Press, 2000. ISBN 978-0-521-57396-2.

##### **Example 2 – four authors**

BULTHEEL, Adhemar; Pablo GONZÁLEZ-VERA; Erik HENDRIKSEN and Olav NJÅSTAD. *Orthogonal Rational Functions*. Cambridge Monographs on Applied and Computational Mathematics, 5. Cambridge: Cambridge University Press, 1999. ISBN 978-0-521-65006-9.

##### **Example 3 – five authors**

KUNEŠOVÁ, Hana; Aleš KOCOUREK; Pavla BEDNÁŘOVÁ; Eva CIHELKOVÁ and Miloš NOVÝ. *Světová ekonomika: nové jevy a perspektivy*. 3. přeprac. a dopl. vyd. Beckovy ekonomické učebnice. V Praze: C.H. Beck, 2014. ISBN 978-80-7400-502-2.

##### **Example 4 – five authors**

CANNATARO, Mario; Pietro Hiram GUZZI; Giuseppe AGAPITO; Chiara ZUCCO and Marianna MILANO. *Artificial Intelligence in Bioinformatics: From Omics Analysis to Deep Learning and Network Mining*. Amsterdam: Elsevier, © 2022. ISBN 978-0-12-822952-1.

### 6.1.5 Printed book with six or more authors

SURNAME, First name; First name SURNAME; First name SURNAME; First name SURNAME; First name SURNAME et al. *Title: subtitle*. Edition. Series title, number in series. City: publisher, year of publication. Document identifier. Location.

#### Example 1

VACHEK, Jan; Vít MOTÁŇ; Oskar ZAKIYANOV; Jiří MOTÁŇ; Hana CIFERSKÁ et al. *Akutní stavy ve vnitřním lékařství*. 2. vyd. Jessenius. Medicína akutních stavů. Praha: Maxdorf, © 2022. ISBN 978-80-7345-746-4.

#### Example 2

BEZÁNYIOVÁ, Kateřina; Ivan ČEPIČKA; Jan ČERNÝ; Albert František DAMAŠKA; Eliška HAVLÍČKOVÁ et al. *Život není fér!, aneb, Jak se organismy vyrovnávají s abiotickým zlem prostředí: biologická olympiáda 2022-2023, 57. ročník, přípravný text pro kategorie A, B*. Praha: Přírodovědecká fakulta Univerzity Karlovy, Ústřední komise biologické olympiády, 2022. ISBN 978-80-7444-096-0.

#### Example 3

ALVAREZ, Tony G.; Gary STAUFFER; D. Maurie LUNG; Kim SACKSTEDER; Bobbi BEALE et al. *Adventure Group Psychotherapy: An Experiential Approach to Treatment*. New York: Routledge, 2021. ISBN 978-0-367-33690-5.

#### Example 4

LANGFORD, Alan; John DEAN; Rob REED; David HOLMES; Jonathan WEYERS et al. *Practical Skills in Forensic Science*. Harlow: Pearson Education, 2005. ISBN 978-0-13-114400-2.

## 6.1.6 Printed book with editor or editors

Names of editors (ed.). *Title: subtitle*. Edition. Series title, number in series. City: publisher, year of publication. Document identifier. Location.

### Example 1

BAI, Jiping (ed.). *Advanced Fiber-Reinforced Polymer (FRP) Composites for Structural Applications*. 2nd ed. Woodhead Publishing Series in Civil and Structural Engineering. Cambridge: Woodhead, © 2023. ISBN 978-0-12-820346-0.

### Example 2

PŘIBÁŇ, Vladimír and Jan MRAČEK (ed.). *Neurochirurgie*. 2., přeprac. vyd. Praha: Univerzita Karlova, nakladatelství Karolinum, 2022. ISBN 978-80-246-3688-7.

### Example 3

MINTZEL, Alf and Heinrich OBERREUTER (ed.). *Parteien in der Bundesrepublik Deutschland*. Studien zur Geschichte und Politik. Schriftenreihe, Band 282. Bonn: Bundeszentrale für politische Bildung, 1990. ISBN 978-3-89331-051-7.

### Example 4

KNOOP, Kevin J.; Lawrence B. STACK; Alan B. STORROW and R. Jason THURMAN (ed.). *The Atlas of Emergency Medicine*. 5th ed. New York: McGraw-Hill Education, © 2021. ISBN 978-1-260-13494-0.

## 6.1.7 Chapter in printed book

Chapter creators. Chapter title: chapter subtitle. In: Book creators. *Book title: book subtitle*, page range. Edition. Series title, number in series. City: publisher, year of publication. Document identifier. Location.

### Example 1

MELKUHN, Ellie. Paediatric Specifics. In: CROSS, Jane; Mary-Ann BROAD; Matthew QUINT, Paul RITSON and Sandy THOMAS (ed.). *Respiratory Physiotherapy Pocketbook: An On-Call Survival Guide*, pp. 36–45. 3rd ed. Edinburgh: Elsevier, © 2020. ISBN 978-0-7020-5507-2.

### Example 2

PĚTIOKÝ, Jakub and Kristýna HOIDEKROVÁ. Telerehabilitace a distanční terapie. In: NAVRÁTIL, Leoš; Aleš PŘÍHODA et al. (ed.). *Robotická rehabilitace*, pp. 146–152. Praha: Grada, 2022. ISBN 978-80-271-0665-3.

### Example 3

KOVÁČ, Dušan. TGM a Slovensko. In: ORT, Daniel and Patrik EICHLER (ed.). *Masaryk: politik na evropské úrovni: sborník z konference konané u příležitosti 80. výročí úmrtí TGM*, pp. 102–121. Praha: Academia, 2022. ISBN 978-80-200-3163-1.

### Example 4

CHEN, Xiao; Mengfan ZHANG; Tingting WAN; Penghui FAN; Kai SHI et al. 3D Printing of Biomaterials. In: XIAO, Pu and Jing ZHANG (ed.). *3D Printing with Light*, pp. 175–202. Berlin: De Gruyter, © 2021. ISBN 978-3-11-056947-6.

## 6.1.8 Printed article with one author

### Journal uses volumes and issues

SURNAME, First name. Article title: article subtitle. *Journal title: journal subtitle*, volume (year), issue, page range. Document identifier. Location.

### Journal uses the date

SURNAME, First name. Article title: article subtitle. *Journal title: journal subtitle*. YYYY-MM-DD. page range. Document identifier. Location.

#### Example 1

MACHOVCOVÁ, Denisa. Availability and Financial Demands of a Gluten-Free Diet. *Journal of Nursing, Social Studies and Public Health*, vol. 13 (2022), no. 1–2, pp. 39–47. ISSN 1804-1868.

#### Example 2

BEAM, Christopher. Tales from the Crypto Winter. *Bloomberg Businessweek: Europe Edition*. 2023-05-15. pp. 44–49. ISSN 2336-5129.

#### Example 3

GAVUROVÁ, Beáta. Source Identification of Potential Malfunction of Balanced Scorecard System and Its Influence on System Function. *E+M. Ekonomie a management*, vol. 15 (2012), no. 3, pp. 76–90. ISSN 1212-3609.

#### Example 4

STEIN, Daniel. Eine effiziente Komplettlösung für die Frischluftversorgung. *KI, Kälte, Luft, Klimatechnik*, Jahrg. 8–9 (2022), Bd. 22, pp. 22–25. ISSN 1865-5432.

## 6.1.9 Printed article with multiple authors

### Journal uses volumes and issues

Article creators. Article title: article subtitle. *Journal title:* journal subtitle, volume (year), issue, page range. Document identifier. Location.

### Journal uses the date

Article creators. Article title: article subtitle. *Journal title:* journal subtitle. YYYY-MM-DD. page range. Document identifier. Location.

#### Example 1 – two authors

BRYCHTA, Karel and Václav RYMEŠ. Dobrovolná likvidace společnosti s ručením omezeným – část II. *Daně a právo v praxi*, vol. 27 (2022), no. 11, pp. 23–30. ISSN 1211-7293.

#### Example 2 – two authors

SALZ, Jürgen and Julian HEISSLER. Abtrennen, zerlegen, aufspalten. *Wirtschaftswoche*. 2023-01-20. pp. 45–47. ISSN 0042-8582.

#### Example 3 – four authors

LIU, Yang; Zhong XIANG; Zhenyu WU and Xudong HU. Experimental Investigation of Friction Behaviors of Glass-Fiber Woven Fabric. *Textile Research Journal*, vol. 93 (2023), no. 1–2, pp. 18–32. ISSN 0040-5175. Available from: <https://doi.org/10.1177/00405175221115468>.<sup>2</sup>

#### Example 4 – more than five authors

HAVELKA, Antonín; Katarína ZELOVÁ; Viera GLOMBÍKOVÁ; Petra KOMÁRKOVÁ; Michal VIK et al. Approach to the Visibility Increasing of People in Road Traffic at Night. *STRUTEX: Structure and Structural Mechanics of Textile Fabrics: 23rd International Conference: Conference Book*, vol. 23 (2022), pp. 283–290. ISBN 978-80-7494-621-9.<sup>3</sup>

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<sup>2</sup>Since the DOI is given in the printed version of the article, it is included in the reference of the printed article as a hyperlink.

<sup>3</sup>This is a periodic conference, so the paper is cited as an article in the journal.

### 6.1.10 Printed qualification work

SURNAME, First name. *Work title*. Type of qualification work. Place of defence: Name of the university, Name of the faculty, year of the defense. At: Library name, call number.

#### Example 1

PILAŘOVÁ, Radka. *Using Project Work in EFL Classes*. Master thesis. Liberec: Technická univerzita v Liberci, Fakulta pedagogická, 2004. At: University Library of the Technical University of Liberec, call number V 216/04 P.

#### Example 2

BROULÍKOVÁ, Jana. *Comunidad Mexicana en Texas y el lenguaje que utiliza*. Bachelor thesis. Liberec: Technická univerzita v Liberci, Fakulta přírodovědně-humanitní a pedagogická, 2011. At: University Library of the Technical University of Liberec, call number V 14/12 Pb.

#### Example 3

KRAJÍČKOVÁ, Dagmar. *Angioplastiky mozkových tepen v prevenci mozkové ischemie*. Habilitation thesis. Praha: Univerzita Karlova, 3. lékařská fakulta, 2013. At: Charles University, Library of Third Faculty of Medicine, call number D-846.

#### Example 4

MAYEROVÁ, Zdeňka. *Problematika zavádění informačního systému pro Státní vědeckou knihovnu v Liberci*. Bachelor thesis. Liberec: Technická univerzita v Liberci, Hospodářská fakulta, 1998. At: Regional Research Library in Liberec, call number B 43882.



### 6.1.11 Printed law

STATE. Number and title of the law. In: *Title of the collection of laws*. Year of publication, issue number, page range. DOI or ISBN or ISSN. Location.

#### Example 1

CZECHIA. Zákon č. 111 ze dne 22. dubna 1998 o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách). In: *Sbírka zákonů České republiky*. 1998, issue 39, pp. 5388–5419. ISSN 1211-1244.

#### Example 2

CZECHIA. Zákon č. 359 ze dne 10. listopadu 2022, kterým se mění zákon č. 395/2009 Sb., o významné tržní síle při prodeji zemědělských a potravinářských produktů a jejím zneužití, ve znění pozdějších předpisů. In: *Sbírka zákonů České republiky*. 2022, issue 163, pp. 4360–4368. ISSN 1211-1244.

#### Example 3

CZECHOSLOVAKIA. Zákon č. 11 ze dne 28. října 1918 o zřízení samostatného státu československého. In: *Sbírka zákonů a nařízení státu československého*. 1918, issue 2, p. 9.

#### Example 4

CZECHOSLOVAKIA. Zákon č. 120 ze dne 28. dubna 1948 o znárodnění obchodních podniků s 50 nebo více činnými osobami. In: *Sbírka zákonů a nařízení republiky Československé*. 1948, issue 47, pp. 986–991.

## 6.1.12 Printed notification

STATE. ADMINISTRATION AUTHORITY. Number and title of the notification. In: *Title of the collection of laws*. Year of publication, issue number, page range. DOI or ISBN or ISSN. Location.

### Example 1

CZECHIA. MINISTRY OF HEALTH. Vyhláška č. 55 ze dne 1. března 2011 o činnostech zdravotnických pracovníků a jiných odborných pracovníků. In: *Sbírka zákonů České republiky*. 2011, issue 20, pp. 482–544. ISSN 1211-1244.

### Example 2

CZECHIA. MINISTRY OF HEALTH. Vyhláška č. 158 ze dne 10. června 2022, kterou se mění vyhláška č. 55/2011 Sb., o činnostech zdravotnických pracovníků a jiných odborných pracovníků, ve znění pozdějších předpisů. In: *Sbírka zákonů České republiky*. 2022, issue 74, pp. 1490–1512. ISSN 1211-1244.

### Example 3

CZECH NATIONAL BANK. Vyhláška č. 54 ze dne 16. února 2023, kterou se mění vyhláška č. 424/2017 Sb., o informačních povinnostech některých osob podnikajících na kapitálovém trhu, ve znění vyhlášky č. 327/2019 Sb. In: *Sbírka zákonů České republiky*. 2023, issue 33, pp. 634–637. ISSN 1211-1244.<sup>4</sup>

### Example 4

CZECH LABOUR SAFETY OFFICE and CZECH MINING OFFICE. Vyhláška č. 50 ze dne 19. května 1978 o odborné způsobilosti v elektrotechnice. In: *Sbírka zákonů Československé socialistické republiky*. 1978, issue 11, pp. 206–214. ISSN 0322-8037.<sup>4</sup>

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<sup>4</sup>The name of the state is not given because the name of the government body is unique and no other state has an institution with the same name.

### 6.1.13 Printed statute

STATE. ADMINISTRATION AUTHORITY. Title. In: *Title of the journal of statutes*. Year of publication, issue number, page range. DOI or ISBN or ISSN. Location.

#### Example 1

CZECHIA. MINISTRY OF HEALTH. Metodický návod – hygiena rukou při poskytování zdravotní péče. In: *Věstník Ministerstva zdravotnictví České republiky*. 2012, issue 5, pp. 15–21. ISSN 1211-0868.

#### Example 2

CZECHIA. MINISTRY OF EDUCATION, YOUTH AND SPORTS. Sdělení MŠMT o vydání rozhodnutí o povolení plnění povinné školní docházky v zahraniční škole na území České republiky. In: *Věstník MŠMT ČR*. 2010, issue 8, p. 76. ISSN 1211-0876.

#### Example 3

CZECHIA. MINISTRY OF THE INTERIOR. Národní standard pro elektronické systémy spisové služby. In: *Věstník Ministerstva vnitra*. 2010, issue 101, pp. 2–98.

#### Example 4

CZECHIA. MINISTRY OF FINANCE. Výměr MF č. 01/2023 ze dne 15. prosince 2022, kterým se vydává seznam zboží s regulovanými cenami. In: *Cenový věstník*. 2022, issue 25, pp. 2–42.

### 6.1.14 Printed standard

STANDARDS ORGANISATION. Standard designation, *Title of standard*.  
Edition. Year of publication. Notes.

#### Example 1

IPC. IPC-6012E, *Qualification and Performance Specification for Rigid Printed Boards*. 2020.

#### Example 2

ÚŘAD PRO TECHNICKOU NORMALIZACI, METROLOGII A STÁTNÍ ZKUŠEBNICTVÍ (ÚNMZ). ČSN EN ISO 9001:2016, *Systémy managementu kvality — Požadavky*. 2018. Amendment 1.

#### Example 3

ÚŘAD PRO TECHNICKOU NORMALIZACI, METROLOGII A STÁTNÍ ZKUŠEBNICTVÍ (ÚNMZ). ČSN EN IEC 60601-2-20 ed. 3, *Zdravotnické elektrické přístroje — Část 2-20: Zvláštní požadavky na základní bezpečnost a nezbytnou funkčnost kojeneckých transportních inkubátorů*. 2021.

#### Example 4

ÚŘAD PRO TECHNICKOU NORMALIZACI, METROLOGII A STÁTNÍ ZKUŠEBNICTVÍ (ÚNMZ). ČSN EN ISO 10209, *Technická dokumentace — Slovník — Termíny vztahující se k technickým výkresům, definici produktu a související dokumentaci*. 2015. Cancelled.

### 6.1.15 Printed musical score

Creators. *Title, opus number.* Edition. Series title, number in series. City: publisher, year of publication. Document identifier. Location.

#### Example 1

JEŽEK, Jaroslav. *Bugatti Step: Novelty Piano Solo.* Praha: Hudební matice Umělecké besedy, [1931?].

#### Example 2

BÖHMOVÁ, Z.; A. GRÜNFELDOVÁ and A. SARAUER. *Klavírní škola pro začátečníky.* 34. vyd., 2. vyd. v Editio Bärenreiter Praha. Praha: Editio Bärenreiter Praha, 2002. ISMN M-2601-0158-6.

#### Example 3

MOZART, Wolfgang Amadeus. *Eine kleine Nachtmusik: Serenade in G-Dur, KV 525.* Leipzig: VEB Deutscher Verlag für Musik, 1989. ISBN 3-370-00301-5.

#### Example 4

DVOŘÁK, Antonín. *9. symfonie e moll: Z nového světa: partitura: kritické vydání podle skladatelova rukopisu, [Op. 95].* Souborné vydání děl Antonína Dvořáka, [III/9]. Praha: SNKLHU, © 1955.

### 6.1.16 Printed map

Creators. *Title: subtitle*. Map series. Area covered. Scale. Edition. Series title, number in series. City: publisher, year of publication. Size. Document identifier. Location.

#### Example 1

*Liberecký kraj*. 1:294 118. 2. aktualiz. vyd. Praha: Ministerstvo pro místní rozvoj České republiky, 2021. 30 cm × 42 cm. ISBN 978-80-7538-326-6.

#### Example 2

*Atlas světa pro každého: XL velikost*. Měřítko různá. 2. vyd. Praha: Kartografie Praha, 2021. ISBN 978-80-7393-534-4.

#### Example 3

PŘÍHODA, Pavel. *Mars*. 1:24 000 000. Praha: Hvězdárna a planetárium hlavního města Prahy, 2000. 78 cm × 109 cm. ISBN 80-86017-27-3.

#### Example 4

BRACHEL, Peter von. *Aich: Aquisgranvm, Vrbs Praeclarissima Primum, inter quatuor Imperii Civitates Locvm Obtinet*. Scale not specified. [Köln a.R.: Georg Braun, 1572?]. 28,5 cm × 35 cm. At: Moravian Library, call number Moll-0006.028.

## 6.2 Electronic information sources

### 6.2.1 E-book

Creators. *Title: subtitle*. Format; type of medium. Edition. Series title, number in series. City: publisher, year of publication, date of update. Document identifier. Availability. Location.

#### Example 1

KRAJSKÁ SPRÁVA ČESKÉHO STATISTICKÉHO ÚŘADU V LIBERCI. *Statistická ročenka Libereckého kraje 2020*. PDF; online. Liberec: Český statistický úřad, 2020. ISBN 978-80-250-3002-8. Available from: <https://www.czso.cz/documents/10180/122461946/33008720.pdf/c6c36407-1c15-4fb8-a695-a46a4201a067?version=1.5>.

#### Example 2

ČERNÝ, Karel. *Guide to Basic Medical Terminology*. EPUB; online. Prague: Charles University, © 2015. ISBN 978-80-246-2211-8. Available from: <https://www.bookport.cz/e-kniha/guide-to-basic-medical-terminology-1336893/>.

#### Example 3

VRCHOVECKÁ, Pavlína. *Fyziologie člověka*. e-book; online. Vyd. 3. dopl. a upr. Liberec: Technická univerzita v Liberci, 2022. ISBN 978-80-7494-623-3. Available from: <https://publi.cz/download/publication/2255?online=1>.

#### Example 4

URBAN, Kamila (ed.). *Development of Key Literacy Skills in Early Childhood Education*. MOBI; online. Berlin: Peter Lang, 23 March 2023 [2023-03-23]. Available from: <http://dx.doi.org/10.3726/b20261>.

## 6.2.2 Chapter in e-book

Chapter creators. Chapter title: chapter subtitle. Format; type of medium. In: Book creators. *Book title: book subtitle*, page range. Edition. Series title, number in series. City: publisher, year of publication, date of update. Document identifier. Availability. Location.

### Example 1

REITEROVÁ, Jana. Vrozená onemocnění ledvin. online. In: TESAŘ, Vladimír and Ondřej VIKLICKÝ (ed.). *Klinická nefrologie*, pp. 223–264. 2., zcela přeprac. a dopl. vyd. Praha: Grada, 20.05.2015 [2015-05-20]. ISBN 80-247-9726-7. Available from: <https://www.bookport.cz/e-kniha/klinicka-nefrologie-1176875/>.

### Example 2

KÖNIGOVÁ, Klára and Barbora MORAVCOVÁ. Hodnocení kvality služeb lokalit: Smržovka, Tanvald, Albrechtice v Jizerských horách, Desná. online. In: *Služby cestovního ruchu v příhraničních oblastech česko-polského území Euroregionu Niesse-Nisa-Nysa: Sborník studentských příspěvků z mezinárodní konference Hejnice 3.–4. 11. 2022*, pp. 15–20. Liberec: Technická univerzita v Liberci, v únoru 2023 [2023-02]. ISBN 978-80-7494-646-2. Available from: <https://publi.cz/download/publication/2573?online=1>.

### Example 3

ZELINKA, Bohdan. Domatic Numbers of Graphs and Their Variants: A survey. online. In: HAYNES, Teresa W.; Stephen T. HEDETNIEMI and Peter J. SLATER (ed.). *Domination in Graphs: Volume 2: Advanced Topics*, pp. 351–377. CRC Press, 25 October 2017 [2017-10-25]. Available from: <https://doi.org/10.1201/9781315141428>.

### Example 4

PADIL, Vinod V.T.; Ehsan Nazarzadeh ZARE; Pooyan MAKVANDI and Miroslav ČERNÍK. Nanoparticles and Nanofibres Based on Tree Gums: Biosynthesis and Applications. online. In: VERMA, Sandeep Kumar and Ashok Kumar DAS (ed.). *Comprehensive Analytical Chemistry. Vol. 94*, pp. 223–265. Elsevier, 2021. ISBN 978-0-323-89881-2. Available from: <https://doi.org/10.1016/bs.coac.2020.12.002>.



### 6.2.3 Electronic article

#### Journal uses volumes and issues

Article creators. Article title: article subtitle. Format; type of medium. *Journal title: journal subtitle*, volume (year), issue, page range. Document identifier. Availability. Location.

#### Journal uses the date

Article creators. Article title: article subtitle. Format; type of medium. *Journal title: journal subtitle*. YYYY-MM-DD. page range. Document identifier. Availability.

#### Example 1

MCKENNA, Kathryn A. and Corey D. FOGLEMAN. Dysmenorrhea. online. *American Family Physician*, vol. 104 (2021), no. 2, pp. 164–170. ISSN 1532-0650. Available from: <https://www.aafp.org/pubs/afp/issues/2021/0800/p164.html>.

#### Example 2

SINGH DEO, Poonam and P. HANGSING. Gender Influence on Authorship Pattern: A Case Study. online. *Science & Technology Libraries*. 2023-02-17. pp. 1–16. Available from: <https://doi.org/10.1080/0194262X.2023.2176402>.

#### Example 3 – paper from periodic conference

KOLDOVSKÝ, Zbyněk and Petr TICHAVSKÝ. Time-Domain Blind Audio Source Separation Using Advanced Component Clustering and Reconstruction. PDF; online. *2008 Hands-Free Speech Communication and Microphone Arrays*, (2008), pp. 216–219. Available from: <https://dx.doi.org/10.1109/HSCMA.2008.4538725>.

#### Example 4 – preprint

TOPORKOV, Olia and Rodrigo AGERRI. On the Role of Morphological Information for Contextual Lemmatization. Preprint; online. *arXiv*. 2023-02-01. Available from: <https://doi.org/10.48550/arXiv.2302.00407>.

## 6.2.4 Electronic qualification work

SURNAME, First name. *Work title*. Type of qualification work. Place of defence: Name of the university, Name of the faculty, year of the defense. Identifier. Availability. Location.

### Example 1

HORČIČKOVÁ, Nikola. *The Phonetic Production of Selected English Accents Among TUL Students of English for Education in the Third Year*. Bachelor thesis. Liberec: Technická univerzita v Liberci, Fakulta přírodovědně-humanitní a pedagogická, 2022. Available from: <https://dspace.tul.cz/handle/15240/166888>.

### Example 2

CHERAGHALIZADEH, Romina. *The effect of Social Media Marketing on Customer Relationships*. Dissertation Thesis. Liberec: Technical University of Liberec, Faculty of Economics, 2022. Available from: <https://dspace.tul.cz/handle/15240/166818>.

### Example 3

EINSTEIN, Albert. *Eine neue Bestimmung der Moleküldimensionen*. Inaugural-Dissertation. Zürich: Universität Zürich, Hohen Philosophischen Fakultät, 1905. Available from: <https://doi.org/10.3929/ethz-a-000565688>.

### Example 4

BARRERA, Catherine Grace. *Skill, Job Design, and the Labor Market under Uncertainty*. Doctoral dissertation. Cambridge: Harvard University, 2014. Available from: <http://nrs.harvard.edu/urn-3:HUL.InstRepos:12274210>.

## 6.2.5 Electronic law

STATE. Number and title of the law. In: *Title of the collection of laws*. Year of publication, issue number, page range. DOI or ISBN or ISSN. Availability. Location.

### Example 1

CZECHIA. Zákon č. 111 ze dne 22. dubna 1998 o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách). In: *Sbírka zákonů České republiky*. 1998, issue 39, pp. 5388–5419. ISSN 1211-1244. Available from: <https://aplikace.mvcr.cz/sbirka-zakonu/ViewFile.aspx?type=c&id=3146>.

### Example 2

CZECHIA. Zákon č. 96 ze dne 4. února 2004 o podmínkách získávání a uznávání způsobilosti k výkonu nelékařských zdravotnických povolání a k výkonu činností souvisejících s poskytováním zdravotní péče a o změně některých souvisejících zákonů (zákon o nelékařských zdravotnických povoláních). In: *Sbírka zákonů České republiky*. 2004, issue 30, pp. 1452–1479. ISSN 1211-1244. Available from: <https://aplikace.mvcr.cz/sbirka-zakonu/ViewFile.aspx?type=c&id=4334>.

### Example 3

CZECHOSLOVAKIA. Zákon č. 11 ze dne 28. října 1918 o zřízení samostatného státu československého. In: *Sbírka zákonů a nařízení státu československého*. 1918, issue 2, p. 9. Available from: <https://ndk.cz/uuid/uuid:128d6de0-86d7-11e9-852b-005056827e51>.

### Example 4

SLOVAKIA. Zákon č. 343 z 18. novembra 2015 o verejnom obstarávaní a o zmene a doplnení niektorých zákonov. In: *Zbierka zákonov Slovenskej republiky*. 2015, issue 95, pp. 3290–3392. Available from: <https://www.slov-lex.sk/static/pdf/2015/2015c95.pdf>.

## 6.2.6 Electronic notification

STATE. ADMINISTRATION AUTHORITY. Number and title of the notification. In: *Title of the collection of laws*. Year of publication, issue number, page range. DOI or ISBN or ISSN. Availability. Location.

### Example 1

CZECHIA. MINISTRY OF HEALTH. Vyhláška č. 55 ze dne 1. března 2011 o činnostech zdravotnických pracovníků a jiných odborných pracovníků. In: *Sbírka zákonů České republiky*. 2011, issue 20, pp. 482–544. ISSN 1211-1244. Available from: <https://aplikace.mvcr.cz/sbirka-zakonu/ViewFile.aspx?type=c&id=5886>.

### Example 2

CZECHIA. MINISTRY OF HEALTH. Vyhláška č. 158 ze dne 10. června 2022, kterou se mění vyhláška č. 55/2011 Sb., o činnostech zdravotnických pracovníků a jiných odborných pracovníků, ve znění pozdějších předpisů. In: *Sbírka zákonů České republiky*. 2022, issue 74, pp. 1490–1512. ISSN 1211-1244. Available from: <https://aplikace.mvcr.cz/sbirka-zakonu/ViewFile.aspx?type=c&id=39388>.

### Example 3

CZECH NATIONAL BANK. Vyhláška č. 54 ze dne 16. února 2023, kterou se mění vyhláška č. 424/2017 Sb., o informačních povinnostech některých osob podnikajících na kapitálovém trhu, ve znění vyhlášky č. 327/2019 Sb. In: *Sbírka zákonů České republiky*. 2023, issue 33, pp. 634–637. ISSN 1211-1244. Available from: <https://aplikace.mvcr.cz/sbirka-zakonu/ViewFile.aspx?type=c&id=39584>.<sup>5</sup>

### Example 4

CZECH LABOUR SAFETY OFFICE and CZECH MINING OFFICE. Vyhláška č. 50 ze dne 19. května 1978 o odborné způsobilosti v elektrotechnice. In: *Sbírka zákonů Československé socialistické republiky*. 1978, issue 11, pp. 206–214. ISSN 0322-8037. Available from: <https://aplikace.mvcr.cz/sbirka-zakonu/ViewFile.aspx?type=c&id=1898>.<sup>5</sup>

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<sup>5</sup>The name of the state is not given because the name of the government body is unique and no other state has an institution with the same name.

## 6.2.7 Electronic statute

STATE. ADMINISTRATION AUTHORITY. Title. In: *Title of the journal of statutes*. Year of publication, issue number, page range. DOI or ISBN or ISSN. Availability. Location.

### Example 1

CZECHIA. MINISTRY OF HEALTH. Metodický návod – hygiena rukou při poskytování zdravotní péče. In: *Věstník Ministerstva zdravotnictví České republiky*. 2012, issue 5, pp. 15–21. ISSN 1211-0868. Available from: <https://www.mzcr.cz/wp-content/uploads/wepub/6452/36190/V%C4%9Bstn%C3%ADk%20MZ%20%C4%8CR%205-2012.pdf>.

### Example 2

CZECHIA. MINISTRY OF EDUCATION, YOUTH AND SPORTS. Sdělení MŠMT o vydání rozhodnutí o povolení plnění povinné školní docházky v zahraniční škole na území České republiky. In: *Věstník MŠMT ČR*. 2010, issue 8, p. 76. ISSN 1211-0876. Available from: <https://www.msmt.cz/file/11599/download/>.

### Example 3

CZECHIA. MINISTRY OF THE INTERIOR. Národní standard pro elektronické systémy spisové služby. In: *Věstník Ministerstva vnitra*. 2010, issue 101, pp. 2–98. Available from: <https://www.mvcr.cz/soubor/vestnik-mv-castka-c-101-2010.aspx>.

### Example 4

CZECHIA. MINISTRY OF FINANCE. Výměr MF č. 01/2023 ze dne 15. prosince 2022, kterým se vydává seznam zboží s regulovanými cenami. In: *Cenový věstník*. 2022, issue 25, pp. 2–42. Available from: [https://www.mfcr.cz/assets/cs/media/2022-12-15\\_Cenovy-vestnik-25-2022.pdf](https://www.mfcr.cz/assets/cs/media/2022-12-15_Cenovy-vestnik-25-2022.pdf).

## 6.2.8 European Union legislation

ADMINISTRATION AUTHORITIES. Title. In: *Title of the collection of laws*. Year of publication, issue number, page range. DOI or ISBN or ISSN. Availability. Location.

### Example 1

EUROPEAN PARLIAMENT, COUNCIL and COMMISSION. Charter of Fundamental Rights of the European Union. In: *Official Journal of the European Union*. 2010, issue C 83, pp. 389–403. Available from: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:C:2010:083:TOC>.

### Example 2

RADA EVROPSKÉ UNIE. Rozhodnutí Rady Evropské unie ze dne 14. dubna 2003 o přijetí České republiky, Estonské republiky, Kyprské republiky, Lotyšské republiky, Litevské republiky, Maďarské republiky, Republiky Malta, Polské republiky, Republiky Slovinsko a Slovenské republiky do Evropské unie. In: *Úřední věstník Evropské unie*. 2003, special issue, pp. 15–16. ISSN 1725-4981. Available from: <https://eur-lex.europa.eu/legal-content/CS/TXT/PDF/?uri=OJ:L:2003:236:FULL&from=CS>.

### Example 3

EVROPSKÝ PARLAMENT and RADA EVROPSKÉ UNIE. Směrnice Evropského parlamentu a Rady 2005/36/ES ze dne 6. července 2005 o uznávání odborných kvalifikací. In: *Úřední věstník Evropské unie*. 2005, vol. 48, pp. L 255/22–L 255/142. ISSN 1725-5074. Available from: <https://eur-lex.europa.eu/legal-content/CS/TXT/PDF/?uri=OJ:L:2005:255:FULL&from=CS>.

### Example 4

EVROPSKÝ PARLAMENT and RADA EVROPSKÉ UNIE. Nařízení Evropského parlamentu a Rady (EU) 2021/1755 ze dne 6. října 2021, kterým se vytváří rezerva na vyrovnání se s důsledky brexitu. In: *Úřední věstník Evropské unie*. 2021, vol. L357, pp. L 357/1–L 357/26. ISSN 1977-0626. Available from: <https://eur-lex.europa.eu/legal-content/CS/TXT/?uri=OJ:L:2021:357:TOC>.

## 6.2.9 Electronic standard

STANDARDS ORGANISATION. Standard designation, *Title of standard*.  
Edition. Year of publication. Availability. Notes.

### Example 1 – standard with paid access

ÚŘAD PRO TECHNICKOU NORMALIZACI, METROLOGII A STÁTNÍ ZKUŠEBNICTVÍ (ÚNMZ). ČSN ISO 690:2022, *Informace a dokumentace — Pravidla pro bibliografické odkazy a citace informačních zdrojů*. 2022. Available from: <https://csnonline.agentura-cas.cz/>. [paywall].

### Example 2 – standard with sponsored access

ÚŘAD PRO TECHNICKOU NORMALIZACI, METROLOGII A STÁTNÍ ZKUŠEBNICTVÍ (ÚNMZ). ČSN EN 12464-1:2022, *Světlo a osvětlení — Osvětlení pracovišť — Část 1: Vnitřní pracoviště*. 2022. Available from: <https://sponzorpristup.agentura-cas.cz/>. [sponsored access].

### Example 3 – freely available standard

EUROPEAN TELECOMMUNICATIONS STANDARDS INSTITUTE (ETSI). ETSI EN 301 549 V2.1.2, *Accessibility Requirements for ICT Products and Services*. 2018. Available from: [https://www.etsi.org/deliver/etsi\\_en/301500\\_301599/301549/02.01.02\\_60/en\\_301549v020102p.pdf](https://www.etsi.org/deliver/etsi_en/301500_301599/301549/02.01.02_60/en_301549v020102p.pdf). [free access].

### Example 4 – cancelled standard

ÚŘAD PRO TECHNICKOU NORMALIZACI, METROLOGII A STÁTNÍ ZKUŠEBNICTVÍ (ÚNMZ). ČSN EN ISO 10209, *Technická dokumentace — Slovník — Termíny vztahující se k technickým výkresům, definici produktu a související dokumentaci*. 2015. Available from: <https://csnonline.agentura-cas.cz/>. [paywall].  
Cancelled.

## 6.2.10 Electronic patent, electronic utility model

APPLICANT OR HOLDER OF THE PATENT (patent jurisdiction code). *Title of patent*. Inventors (role). Application date. Grant date. Patent number/designation. Availability. Notes.

### Example 1

TECHNICKÁ UNIVERZITA V LIBERCI (CZ). *Způsob výroby nanovláken z polymerního roztoku elektrostatickým zvlákňováním a zařízení k provádění způsobu*. Oldřich JIRSÁK; Filip SANETRŇÍK; David LUKÁŠ; Václav KOTEK; Lenka MARTINOVÁ et al. (inventors). Appl: 08.09.2003. Iss: 14.09.2004. CZ 294274 B6. Available from: <https://isdv.upv.cz/doc/FullFiles/Patents/FullDocuments/294/294274.pdf>.

### Example 2

ČESKÉ VYSOKÉ UČENÍ TECHNICKÉ V PRAZE (CZ). *Zařízení pro řízení sférického pohybu tělesa*. Michael VALÁŠEK (inventor). Appl: 31.10.2007. Iss: 07.12.2011. CZ 302911 B6. Available from: <https://isdv.upv.cz/doc/FullFiles/Patents/FullDocuments/302/302911.pdf>.

### Example 3 – utility model

TECHNICKÁ UNIVERZITA V LIBERCI (CZ). *Pletená cévní náhrada – graft a stentgraft obsahující tuto pletenou cévní náhradu*. Jana ŠPÁNKOVÁ and Brigita KOLČAVOVÁ SIRKOVÁ (inventors). Appl: 04.11.2016. Iss: 27.12.2016. CZ 30217 U1. Available from: <https://isdv.upv.cz/doc/FullFiles/UtilityModels/FullDocuments/FDUM0030/uv030217.pdf>. Utility model.

### Example 4

TECHNICKÁ UNIVERZITA V LIBERCI (WO). *A Method of Nanofibres Production from a Polymer Solution Using Electrostatic Spinning and a Device for Carrying out the Method*. Oldřich JIRSÁK; Filip SANETRŇÍK; David LUKÁŠ; Václav KOTEK; Lenka MARTINOVÁ et al. (inventors). Appl: 08.09.2003. Iss: 08.09.2004. WO 2005024101 A1. Available from: <https://worldwide.espacenet.com/patent/search/family/033304495/publication/WO2005024101A1?q=WO2005024101A1>.

### Example 5 – the inventor is also the owner of the patent

MACH, Stanislav (CZ). *Tepelné čerpadlo*. Stanislav MACH (inventor). Appl: 05.04.2004. Iss: 25.07.2008. CZ 299573 B6. Available from: <https://isdv.upv.cz/doc/FullFiles/Patents/FullDocuments/299/299573.pdf>.



### 6.2.11 Electronic poster from conference

Authors of poster. Title of poster. Format; type of medium. In: Creators of the conference. *Conference name*. City, date of the conference. Publisher. Identifier. Availability. Location.

#### Example 1

HŘEBÍČKOVÁ, I.; M. BLECHA; F. PAVLÍK and A. SEKANINA. Bonitace zemědělského půdního fondu ČR. Poster; online. In: NERP. *Data a životní prostředí 3*. Plzeň, 2022-11-11. Státní pozemkový úřad. Available from: [https://nerp.cenia.cz/wp-content/uploads/photo-gallery/imported\\_from\\_media\\_library/d204b19e\\_1.png?bwg=1668006154](https://nerp.cenia.cz/wp-content/uploads/photo-gallery/imported_from_media_library/d204b19e_1.png?bwg=1668006154).

#### Example 2

HENDRYCH LORENZOVÁ, Eva; Kateřina RATISLAVOVÁ and Lucie KAŠOVÁ. Specifické diagnostické nástroje vhodné pro porodní asistentky pečující o ženy po porodu v komunitním prostředí. Poster; online. In: ZČU Plzeň. *Cesta poznávání a vzdělávání v ošetrovatelství VII.: konference ošetrovatelství a porodní asistence v Plzni*, 4. května 2016. Fakulta zdravotnických studií Západočeské univerzity v Plzni. Available from: <https://doi.org/10.13140/RG.2.1.4995.0325>.

#### Example 3

KRÁLOVÁ, Michaela; Klára BARTÁKOVÁ; František JEŽEK; Alena ZOUHAROVÁ and Josef KAMENÍK. Diskriminační analýza salámů Poličan pomocí blízké infračervené spektrometrie s Fourierovou transformací. Poster; online. In: *XLIX. konference o jakosti potravin a potravinových surovin 'Ingrový dny 2023'*. Brno, 1. března 2023. Ústav hygieny a technologie potravin živočišného původu a gastronomie, FVHE, Veterinární univerzita Brno. Available from: <https://www.ingrovydny.af.mendelu.cz/wcd/w-af-ingrovydny/2023/kra-lova-.pdf>.

#### Example 4

THERRIEN, Carole. Women and Disaster Recovery: Stories about Hurricane Irma. Poster; online. In: *SIEF2021 15th Congress*. Helsinki, June 21 to 24, 2021. Carleton University. Available from: <https://nomadit.co.uk/conference/sief2021/paper/59203>.

## 6.2.12 Electronic map

Creators. *Title: subtitle*. Format; type of medium. Area covered. Scale. Edition and version. Series title, number in series. City: publisher, year of publication, date of update. Size. Identifier. Availability. [Date of citation].

### Example 1

SEZNAM.CZ. [*Technická univerzita v Liberci*]. Points on map; online. Seznam.cz, © 2023. Available from: Mapy.cz (distributor), <https://mapy.cz/zakladni?q=Technick%C3%A1%20univerzita%20v%20Liberci&x=15.0693913&y=50.7713127&z=16>. [viewed 2023-03-24].

### Example 2

GOOGLE. [*Přehrada Harcov*]. Satellite map; online. CNES, © 2023. Available from: Mapy Google (distributor), <https://www.google.com/maps/search/P%C5%99ehrada+Harcov,+Liberec/@50.770425,15.0700847,545m/data=!3m2!1e3!4b1>. [viewed 2023-03-24].

### Example 3

HOMANN, Johann Christoph. *Inferioris Comitatus Cattimelibocensis delineatio geographica una cum confiniis*. Map; online. [Ca. 1:75000]. 1745. 55 cm × 39 cm. Available from: Technische Universität Darmstadt (distributor), <http://tudigit.ulb.tu-darmstadt.de/show/H123b/0001>. [viewed 2023-03-24].

### Example 4

ČESKÁ GEOLOGICKÁ SLUŽBA. *Komplexní radonová informace pro administrativní jednotky*. Map; online. 1:1935360. Praha: Česká geologická služba. Available from: Mapový server ČGS (distributor), <https://mapy.geology.cz/radon/>. [viewed 2023-03-24].

### 6.2.13 Website

A website refers to a group of web pages with the same domain name, such as all the web pages under the Technical University of Liberec website <https://www.tul.cz>. This collection of pages is expressed by the term ‘website’ in reference.

Authors of website. *Title of website*. Format; type of medium.  
Edition and version. Date of update. Identifier. Archival location.  
Date and time of archiving. Availability. [Date of citation].

#### Example 1

TECHNICKÁ UNIVERZITA V LIBERCI. *Technická univerzita v Liberci – vše o TUL*. Website. 2023. Archived copy available from: Internet Archive (distributor), <https://web.archive.org/web/20230312070033/https://www.tul.cz/>. [archived 2023-03-12]. [viewed 2023-03-14].

#### Example 2

SIEMENS. *Home – Siemens Česká republika | Czech Republic | Siemens Czech Republic*. Website. 2021. Archived copy available from: Internet Archive (distributor), <https://web.archive.org/web/20210407005955/https://new.siemens.com/cz/cs.html>. [archived 2021-04-07]. [viewed 2023-03-14].

#### Example 3

ELMARCO. *Elmarco Nanospider™ Equipment*. Website. 2016. Archived copy available from: Internet Archive (distributor), <https://web.archive.org/web/20160723201945/https://www.elmarco.cz/>. [archived 2016-07-23]. [viewed 2016-07-23].

#### Example 4

JANOVSKÝ, Dušan. *Jak psát web, návod na html stránky*. Website. [2023]. ISSN 1801-0458. Archived copy available from: Internet Archive (distributor), <https://web.archive.org/web/20230309222152/https://www.jakpsatweb.cz/>. [archived 2023-03-09]. [viewed 2023-03-14].

## 6.2.14 Webpage

Authors of webpage. Title of webpage. Format; type of medium. Edition and version. Date of update or publication. In: *Title of website*. Identifier. Archival location. Date and time of archiving. If no archived version is accessible, then Availability. [Date of citation].

### Example 1 – archived version of the webpage

ČESKÁ NÁRODNÍ BANKA. Regulace a dohled nad kapitálovým trhem – Česká národní banka. Online. © 2023. In: *Česká národní banka*. Archived copy available from: Internet Archive (distributor), <https://web.archive.org/web/20230315041421/https://www.cnb.cz/cs/dohled-financni-trh/vykon-dohledu/postaveni-dohledu/regulace-a-dohled-nad-kapitalovym-trhem/>. [archived 2023-03-15]. [viewed 2023-03-15].

### Example 2 – without an archived version of the webpage

ČESKÁ NÁRODNÍ BANKA. Regulace a dohled nad kapitálovým trhem – Česká národní banka. Online. © 2023. In: *Česká národní banka*. Available from: <https://www.cnb.cz/cs/dohled-financni-trh/vykon-dohledu/postaveni-dohledu/regulace-a-dohled-nad-kapitalovym-trhem/>. [viewed 2023-03-15].

### Example 3

PÍRKO, Štěpán. Krach SVB může znamenat obrat v měnové politice. Online. 14. 3. 2023 [2023-03-14]. In: *Hospodářské noviny – byznys, politika, názory (HN.cz)*. Archived copy available from: Internet Archive (distributor), <https://web.archive.org/web/20230313145656/https://archiv.hn.cz/c1-67182580-krach-svb-muze-znamenat-obrat-v-menove-politice>. [archived 2023-03-13]. [viewed 2023-03-15].

### Example 4

Florence Nightingalová. Online. 24. 1. 2023 [2023-01-24]. In: *Wikipedia*. Archived copy available from: [https://cs.wikipedia.org/w/index.php?title=Florence\\_Nightingalov%C3%A1&oldid=22377988](https://cs.wikipedia.org/w/index.php?title=Florence_Nightingalov%C3%A1&oldid=22377988). [viewed 2023-03-15].

## 6.2.15 Email

Sender of the email. Date of creation. *Title of email*. Email [personal communication].

### Example 1

ZIZIENOVÁ, Marta. 2023-02-01. *Semináře pro doktorandy v letním semestru / Seminars for PhD students in the summer semester*. Email [personal communication].

### Example 2

INFO@VYZKUM.CZ. 2016-11-30. *Novinky ze serveru Vyzkum.cz*. Email [personal communication].

### Example 3

TAYLOR AND FRANCIS GROUP. 2023-03-01. *Understanding Open Data Confirmation*. Email [personal communication].

### Example 4

YURCHUK, Nastia. 2021-03-25. *Re: [EXTERNAL] Grammarly Troubleshooting*. Email [personal communication].

## 6.2.16 Post on social network

Name of sender [nick]. *Post title*. Format and type of source. Date and time the post was sent. Author of the original content, if different from the sender. Availability. [Date of citation].

### Example 1 – Facebook

TECHNICKÁ UNIVERZITA V LIBERCI. *[Startupy a spinoffy v univerzitním prostředí, kterým se věnují Student Business Club a The University Company, nesou velký potenciál pro celý Liberecký kraj]*. Facebook post. 2022-12-16T12:16. Available from: Facebook, <https://www.facebook.com/TUL.cz/posts/pfbid02ymukp8ccFWDVR2Zu96fNcdzCKPzrPsznJB75jBVphw3sYysQ5iC75an8Z1K2yTGal>. [viewed 2023-03-15].

### Example 2 – YouTube

[@Onden&OndwaK]. *Jak stříhat videa JEDNODUŠE a RYCHLE (zdarma) | DaVinci Resolve Edit | CZ Tutorial*. Video. 2020-02-09. Available from: YouTube, <https://www.youtube.com/watch?v=Cumve65FbNg>. [viewed 2023-03-25].

### Example 3 – Twitter

OMBUDSMAN [@ochranceprav]. *[Novinky v pravidlech pro reklamace]*. Tweet. 2023-03-15T13:50. Available from: Twitter, <https://twitter.com/ochranceprav/status/1635986862799044610>. [viewed 2023-03-15].

### Example 4 – Post on Instagram

EKONOMICKÁ FAKULTA TU V LIBERCI [@ekonomickafakultatul]. *Nový fakultní web*. Instagram post. 2023-03-14. Available from: Instagram, <https://www.instagram.com/p/CpxLzaoNWck/>. [viewed 2023-03-15].

### Example 5 – Instagram profile

MASARYKŮV ONKOLOGICKÝ ÚSTAV [@mou.brno]. *Masarykův onkologický ústav (@mou.brno) • Fotky a videa na Instagramu*. Instagram profile. 2023. Available from: Instagram, <https://www.instagram.com/mou.brno/>. [viewed 2023-03-28].

### Example 6 – Reddit

[@tazzgonzo]. *Make Non-Tesla Charging Easier for Your Average Customer. Spent 15 Minutes with 3 Different Groups Today at Electrify America in the Seattle Area Teaching Them How to Charge*. Reddit post. 2023-03-13T05:07. Available from: Reddit, <https://www.reddit.com/r/electricvehicles/comments/11pzmm/>

[they\\_really\\_to\\_make\\_nontesla\\_charging\\_easier\\_for/](#). [viewed 2023-03-15].

**Example 7 – podcast**

AKADEMIE VĚD ČR. *Auta bez řidiče. O etice autonomních vozidel, problému drezíny a městech budoucnosti – Věda na dosah*. Podcast. 2022-11-08. Available from: Spotify, <https://open.spotify.com/episode/6WoZUwmF2umKSBO6FBO1fS?si=028828a66a4d4eb2>. [viewed 2023-03-28].

## 6.2.17 Video

Authors (role). *Title*. Format; type of medium. Edition and version. Publisher/film studio/distributor, date of publication. Identifier. Availability. Location.

### Example 1 – film

DARABONT, Frank (director). *Vykoupení z věznice Shawshank*. Film. Columbia Pictures, 1994. ISAN 0000-0000-0AF5-0000-O-0000-0000-2.

### Example 2 – online film

RUDINSKÁ, Libuše (director). *Kolben*. Film; online. Česká televize, © 2021. Available from: <https://www.ceskatelevize.cz/porady/12640561238-kolben/>.

### Example 3 – film on Youtube

PALEY, Nina (director). *Síta zpívá blues*. Film; online. Uploaded by: Tarak. © 2008. ISAN 0000-0004-FA53-0000-F-0000-0000-T. Available from: Youtube (distributor), <https://youtu.be/Pw33zQ2ChrA>.

### Example 4 – lecture on Youtube

SHAPIRO, Ian (lecturer). *Lecture 1: Introduction to Power and Politics in Today's World*. Recording of the lecture; online. Uploaded by: YaleCourses. 2019-08-29. Available from: Youtube (distributor), <https://youtu.be/BDqvzFY72mg>.



## 6.2.18 Dataset

Authors. *Title*. Edition and version. Format; source type. System requirements. In: Name of host archive. Date of publication. Identifier. Availability. File size.<sup>6</sup>

### Example 1

BENEDIKOVÁ, Alex. *LuBiO3 Nanoparticles for Attenuation of Ionising Radiation*. Version 1. Dataset; online. In: Zenodo. Jun 1, 2020 [2020-06-01]. Available from: <https://doi.org/10.5281/zenodo.3844157>. [168,1 MB].

### Example 2

COUFAL, Ondřej. *Vodní objekty v roce 1843*. Map dataset, online. In: Otevřená data TUL. Aktualizace 31. srpna 2021 [2021-08-31]. Available from: <https://opendata.tul.cz/maps/baf34afb1f9848d0b8452078847bea34/about>.

### Example 3

WORLD BANK and CZECH STATISTICAL OFFICE. *Czech Republic: Unemployment rate from 2002 to 2021*. Graph; online. In: Statista. September 16, 2022 [2022-09-16]. Available from: <https://www.statista.com/statistics/369864/unemployment-rate-czech-republic/>.

### Example 4

STATUTÁRNÍ MĚSTO LIBEREC. *Návrhy rozpočtu města Liberec za rok 2021*. XLS file; online. In: Portál otevřených dat České republiky. [2020]. Available from: <https://opendata.liberec.cz/dataset/d77583dc-aa49-44a9-a502-ee9007932e63/resource/a2306024-38de-4000-ac1e-117e1ad272c0/download/navrh-rozpocet-2021.csv>.

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<sup>6</sup>System requirements are mandatory if specific tools are required to work with the data. File size is mandatory for large datasets.

## 6.2.19 Software

Creators. *Title*. Format; source type. Version. Publisher, date of last update or release. Name of host archive. Identifier. Availability. System requirements. File size.<sup>7</sup>

### Example 1

Zotero. Program. Version 6.0.23. Corporation for Digital Scholarship, March 13, 2023 [2023-03-13]. Available from: Zotero (distributor), <https://www.zotero.org/download/>. System requirements: Windows.

### Example 2

BRADBURY, James; Roy FROSTIG; Peter HAWKINS; Matthew James JOHNSON; Chris LEARY et al. *JAX: Composable Transformations of Python+NumPy Programs: Differentiate, Vectorize, JIT to GPU/TPU, and More*. Program. Version v0.4.6. Google, Mar 9 2023 [2023-03-09]. Available from: GitHub (distributor), <https://github.com/google/jax/releases/tag/jax-v0.4.6>. System requirements: Python.<sup>8</sup>

### Example 3

NVIDIA. *Cuda*. Computing platform. Version 12.1.0-devel-ubuntu18.04. nvidia, Mar 13 2023 [2023-03-13]. Available from: Docker (distributor), <https://hub.docker.com/layers/nvidia/cuda/12.1.0-devel-ubuntu18.04/images/sha256-874c0655ae663acb251a4d2b35c300fcbc96237434e32decc7930b75a0e7b478?context=explore>. System requirements: Linux; Docker.

### Example 4

KAHOOT!. *Kahoot!*. Mobile application. Version 5.4.6. Kahoot, 2. 3. 2023 [2023-03-02]. Available from: Google Play (distributor), <https://play.google.com/store/apps/details?id=no.mobitroll.kahoot.android>. System requirements: Android.

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<sup>7</sup>System requirements are mandatory if specific tools are required to work with a program or application. File size is mandatory for large files.

<sup>8</sup>If there is no release, it is recommended to quote the commit used.

## 6.2.20 Material data sheet

The printed material data sheet is cited according to the template for the printed book; see section 6.1.2. The material data sheet in the form of a PDF available on the Internet is cited according to the template for the e-book; see section 6.2.1. In the case of a material data sheet in the form of a webpage, the template for the webpage is used; see section 6.2.14.

### Example 1 – printed material data sheet

ALBIS PLASTIC. *ALTECH PA66 A 1000/310 IM: Technisches Merkblatt*. Stand: 21. 08. 2019. Hamburg: Albis, 2019.

### Example 2 – PDF on the Internet

SANENERGO. *TIPUR: technický a materiálový list výroby*. PDF; online. Platnost: od 01. 07. 2014. Svijany: SANENERGO, 2014. Available from: <http://www.tipur.cz/document/TL.pdf>.

### Example 3 – PDF on the Internet

BASF. *Ultradid® A3K / PA66: CAMPUS® Automotive OEM Datasheet*. PDF; online. 2023-03-03. Available from: <https://www.campusplastics.com/material/pdf/184063/UltramidA3K?sLg=en&layout=automotiveoempdf&ci=4>.

### Example 4 – webpage

BASF. CAMPUSplastics | datasheet Ultramid® A3K. Online. 2023. In: *CAMPUSplastics*. Available from: <https://www.campusplastics.com/campus/en/datasheet/Ultramid%C2%AE+A3K/BASF/20/268755c6/SI?pos=0>. [viewed 2023-03-28].

## 6.3 Special templates

### 6.3.1 Lecture, oral communication

LECTURERS. *Title of lecture*. Source type. Venue: Organiser, date of the lecture.

#### Example 1

ZIZIENOVÁ, Marta and Ludvík STEINER. *Otevřená data*. Seminar. Liberec: Technická univerzita v Liberci, 2023-03-07T09:00<sup>9</sup>.

#### Example 2

VRANOVSKÝ, Jan. *O mezioborovém rámování*. Lecture. Liberec: Fakulta umění a architektury TUL, 2022-12-06.

#### Example 3

NEŠETŘIL, Kamil. *Úvod do inženýrství. Blok 12, Kritické myšlení*. Lecture. Liberec: Fakulta mechatroniky, informatiky a mezioborových studií TUL, 2022-12-22.

#### Example 4

ZIZIENOVÁ, Marta; Pavla VRABCOVÁ; Luboš BĚHÁLEK and Jan KOPRNICKÝ. *[Metodika citování pro TUL, konzultace ke sporným bodům]*. Online group chat. Liberec: Marta Zizienová, 2023-03-17.

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<sup>9</sup>Since three seminars with the same title were held on the same day, it is necessary to mention the time to distinguish them.

### 6.3.2 Image

Authors. Title. Format; source type. In: This is followed by a reference of the entire information source where the image is located, accompanied by the location (page numbers, hyperlink) where the image is displayed.

#### **Example 1 – picture in the printed book**

ŠVABINSKÝ, Max. Josef Thomayer. Painting; engraving. In: SVOBODNÝ, Petr and Ludmila HLAVÁČKOVÁ. *Dějiny lékařství v českých zemích*, p. 154. Praha: Triton, 2004. ISBN 80-7254-424-1.

#### **Example 2 – image in the online article**

LOVIBOND, Oliver; Anas F.A. ELBARGHTHI; Vaclav DVORAK and Chuang WEN. Surface Mesh on Propeller, First Mesh Case (Isometric View). Image; online. In: *Numerical Analysis of Propellers for Electric Boats Using Computational Fluid Dynamics Modelling*, p. 3. Energy Conversion and Management: X, vol. 17 (2023), no. 100349. Available from: <https://doi.org/10.1016/j.ecmx.2023.100349>.

#### **Example 3 – graph on the webpage**

MINISTERSTVO FINANCÍ ČR. Vývoj čisté pozice ČR vůči rozpočtu EU 2004 – 2009 (v mld. Kč). Graph; online. In: *Čistá pozice České republiky vůči rozpočtu EU za rok 2009 / 2010*, graf no. 1. 27. 1. 2010. Archived copy available from: Internet Archive (distributor), <https://web.archive.org/web/20210802145128/https://www.mfcr.cz/cs/aktualne/tiskove-zpravy/2010/2010-01-27-tiskova-zprava-5373-5373>. [archived 2021-08-02]. [viewed 2023-03-17].

#### **Example 4 – image on the webpage**

[Pravidlo devíti – popáleniny]. Image; online. In: *Pravidlo devíti – popáleniny / První pomoc*. [2005?]. Archived copy available from: Internet Archive (distributor), <https://web.archive.org/web/20230317095737/https://www.prvnipomoc.com/pravidlo-deviti-popaleniny>. [archived 2023-03-17]. [viewed 2023-03-17].

## 7 Common typographical errors

When citing a source, it is paramount to adhere to the proper typographical conventions applicable to the language used. Other resources on this topic can be recommended, particularly, The complete manual of typography [13] and Merriam-Webster Dictionary and Thesaurus [14].

### 7.1 Two full stops in a row

If two full stops occur consecutively in a reference (e.g. when using *et al.* or *ed.* or other abbreviations), only one full stop is always written.

#### Correct Approach

RIES, Andrew; Patricia BULLOCK; William LARSEN; Trina LIMBERG; Roseann MYERS *et al.* *Shortness of Breath: A Guide to Better Living and Breathing.* 6th ed. St. Louis: Mosby, 2001. ISBN 0-323-01064-4.

#### Erroneous Way

RIES, Andrew; Patricia BULLOCK; William LARSEN; Trina LIMBERG; Roseann MYERS *et al.* *Shortness of Breath: A Guide to Better Living and Breathing.* 6th ed.. St. Louis: Mosby, 2001. ISBN 0-323-01064-4.

### 7.2 Line-breaking points

If an ISBN, ISSN, or DOI number appears at the end of a line, it should not be split into two lines. Instead, nonbreaking hyphens and nonbreaking spaces are used.

Similarly, it is not recommended to split numerals, dates or copyright symbol © followed by the year at the end of a line; again, a nonbreaking hyphen or nonbreaking space should be used.

Long URLs can be wrapped after a period, colon, single or double slash, hyphen and other non-alphabetic graphic characters (i.e. after . or : or / or // or - etc.).

## Correct Approach

BRYCHTA, Karel and Václav RYMEŠ. Dobrovolná likvidace společnosti s ručením omezeným — část II. *Daně a právo v praxi*, vol. 27 (2022), no. 11, pp. 23–30. ISSN 1211-7293.

NEŠETŘIL, Kamil. *Úvod do inženýrství. Blok 12, Kritické myšlení*. Lecture. Liberec: Fakulta mechatroniky, informatiky a mezioborových studií TUL, 2022-12-22.

PALEY, Nina (director). *Síta zpívá blues*. Film; online. Uploaded by: Tarak. © 2008. ISAN 0000-0004-FA53-0000-F-0000-0000-T. Available from: Youtube (distributor), <https://youtu.be/Pw33zQ2ChrA>.

UNIVERZITA MAXE BRODA V LIBERCI. *Nejlepší univerzita pro celkem 10 000 studentů*. Website. 2023. Archived copy available from: Internet Archive (distributor), <https://web.archivefalse.org/web/202303120754570033/https://www.kdmaxbrod/kgsklkgk.cz/>. [archived 2023-03-12]. [viewed 2023-03-14].

## Erroneous Way

BRYCHTA, Karel and Václav RYMEŠ. Dobrovolná likvidace společnosti s ručením omezeným — část II. *Daně a právo v praxi*, vol. 27 (2022), no. 11, pp. 23–30. ISSN 1211-7293.

NEŠETŘIL, Kamil. *Úvod do inženýrství. Blok 12, Kritické myšlení*. Přednáška. Liberec: Fakulta mechatroniky, informatiky a mezioborových studií TUL, 2022-12-22.

PALEY, Nina (director). *Síta zpívá blues*. Film; online. Uploaded by: Tarak. © 2008. ISAN 0000-0004-FA53-0000-F-0000-0000-T. Available from: Youtube (distributor), <https://youtu.be/Pw33zQ2ChrA>.

UNIVERZITA MAXE BRODA V LIBERCI. *Nejlepší univerzita pro celkem 10 000 studentů*. Website. 2023. Archived copy available from: Internet Archive (distributor), <https://web.archivefalse.org/web/202303120754570033/https://www.kdmaxbrod/kgsklkgk.cz/> [archived 2023-03-12]. [viewed 2023-03-14].

## 7.3 Capitalization of titles

It is recommended to write capital letters in titles (i.e. title, subtitle, series title) in English language sources. Similarly, the subtitle after a colon should begin with a capital letter. Principal words like nouns and verbs are capitalized, while articles and short prepositions are not capitalized unless they are the first word.

Capitalization should be consistent throughout the document.

## Suitable Method

BEAM, Christopher. **T**ales from the **C**rypto **W**inter. **B**loomberg **B**usinessweek: **E**urope **E**dition. 2023-05-15. pp. 44–49. ISSN 2336-5129.

## **Incorrect Method**

BEAM, Christopher. Tales from the crypto winter. *Bloomberg businessweek: Europe edition*. 2023-05-15. pp. 44–49. ISSN 2336-5129.



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