

Citations

In order to simplify the technical formatting of citations and lists of sources, we have prepared the following manual for authors. **We ask that you please follow all formal instructions. Texts that do not adhere to these instructions may not be accepted for the review process.**

Citations in Acta FF ZČU are based on Harvard style and should be made only with a reference to the cited source directly in the text and a list of all used sources at the end of the text (i.e. "Bibliography"). Exceptions may include the citation of sources with an extensive form of citation (e.g. archives or edited sources) that may be cited in footnotes (if unsure, please contact the editorial staff).

One author:

- (Smith 1998)
- (Smith 1998: 12–22)
- (Smith 1998: 12)
- (Smith 1998: 12, 22, 30)
- (Smith 1998: passim)

Multiple texts by the same author:

- (Smith 1998, 2000)

Multiple publications by various authors:

- (Smith 1998; Nowak 2000)

Multiple authors of one text:

- (Smith, Nowak 1998)

In the event that you are using multiple sources from one author published in one year, differentiate them in alphabetical order in citations and in the list of sources using "a/b/c...":

- (Smith 1998a)
- (Smith 1998a; 1998b)

If a source has four or more authors, list the author that is listed first in the original (not necessarily the first author listed alphabetically) and "et al." (if possible, list all following authors in the list of sources):

- (Smith et al. 1998)

For cases in which a citation is the same as the previous, do not use substitutes such as "ibid." for these sources, but repeat the whole citation. If the citation is placed at the end of a sentence, the full-stop should always be placed after the citation.

Mark verbatim citations in italics and quotation marks (only the content in quotation marks should be written in italics, i.e. only the given citation; quotations marks themselves should not be in italics). Verbatim citations should be used only in necessary situations. Verbatim citations (if they are more extensive) are not to be placed in a separate, condensed paragraph (as is the case in many journals). If you make any changes to the verbatim citation, do so in square brackets. Mark omissions using square brackets containing three full stops.

Bibliography

At the end of the paper, it is necessary to provide an alphabetical list of literature and sources used ("Bibliography"). This is done without differentiating between electronic and printed sources, primary and secondary sources, and so on – the bibliography is one alphabetically ordered list containing all used sources.

We would like to point out that all sources cited in the text must be listed in the bibliography; similarly, all items included in the bibliography must be cited in the text.

In the event that a source that is different from the examples listed below is used, use common sense in combining and formatting them. If doubts cannot be solved in this manner, please contact the editorial staff (vnaxera@kap.zcu.cz).

A DOI is assigned to all reviewed texts in Acta FF ZČU accepted for publication starting with edition 1/2018. A DOI (Digital Object Identifier) is a unique code that serves as a permanent link for identifying and searching for electronic sources. In order to be assigned a DOI, the author must carefully list the DOI for all cited sources in the bibliography that have a DOI. The DOI must be listed in the form of a **full internet link: <https://doi.org/DOI-prefix/DOI-suffix>** (e.g. <https://doi.org/10.1177/0267323115582148>). Whether or not an electronic source has a DOI can be verified here: <http://www.crossref.org/guestquery>.

The resulting bibliographical information accompanied by a DOI will thus be as such:

- Gregor, M., A. Macková. 2015. "Euroscepticism the Czech way: An analysis of Václav Klaus's speeches." *European Journal of Communication* 30 (4): 404–417, <https://doi.org/10.1177/0267323115582148>.

Examples of bibliographic information:

- Tomšič, M. 2011. *Elites in Post-Communist Societies*. London: Vega Press, Ltd.
- Heider, D., L. Lička, M. Otisk (eds.). 2017. *Perception in Scholastics and their Interlocutors*. Prague: Filosofia.
- Johnston, M. 1989. "The Political Consequences of Corruption: A Reassessment." Pp 985–1005 in A. J. Heidenheimer, M. Johnston, V. T. LeVine (eds.). *Political Corruption: A Handbook*. Piscataway: Transition Publishers.
- Husenicová, L. 2017. "Concept of a state in international and security studies." Pp 20–28 in *Security Forum 2017. Conference Proceedings from the 10th Annual International Scientific Conference, February 8th-9th, 2017, Matej Bel University, Banská Bystrica, Slovakia*. Banská Bystrica: Interpolis.
- Gregor, M., A. Macková. 2015. "Euroscepticism the Czech way: An analysis of Václav Klaus's speeches." *European Journal of Communication* 30 (4): 404–417, <https://doi.org/10.1177/0267323115582148>.
- Collinson, S. 2018. "Trump's block of a memo is a block of checks and balances." [online] *CNN*, 10. 2. 2018 [retrieved 13. 2. 2018]. <https://edition.cnn.com/2018/02/10/politics/donald-trump-democrats-fbi-intelligence/index.html>.
- Stanford Encyclopedia of Philosophy. 2017. "Plato." [online] *Stanford Encyclopedia of Philosophy* [retrieved 13. 2. 2018]. <https://plato.stanford.edu/entries/plato/>.