

MASARYK UNIVERSITY JOURNAL OF
LAW AND TECHNOLOGY

CITATION GUIDE



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CITATION GUIDE

Masaryk University Journal of Law and Technology (MUJLT) uses *adapted* version of Harvard standard. This citation style is *hybrid* of

- 1) Harvard technique or rather *content of information* in citation and
- 2) *way of placement* used by most of Czech universities.

Unlike the Harvard standard, which is based on the in-text style of citations, MUJLT uses system of *footnotes*, where all the citations are marked in their full form. In-text citations à la Harvard are in our journal undesirable.

Here you can find the most common types of works, which can be used and quoted in your article, in the alphabetical order, essentials needed in the citations and finally example of this citation. Be advised there are *always required elements* (e.g. author last name(s) and initials) and *sometimes required features*, which not always have to exist (e. g. edition, version).

Please, try to use "Ibid." style when using *cross-referencing*, but to refer to the only work cited in the preceding note. Ibid can't be used if the preceding note consists of more than one source. For other references you can use "see also" utility. Do not use abbreviations like "above", "supra", "op. cit." or "loc. cit."

In case, you want to use

- 1) source of information, which is *not listed below*
 - e.g. advertisements, afterword, art, bills before parliament, case studies, commercials, correspondence, dance, DVD, film, foreword interviews, introduction, leaflets, maps, microfilm, music, pamphlets, plays, radio, sacred texts, technical, TV, verbal communications...
- 2) source of information, which *contains or lacks some of the required elements*,
 - e.g. books with unknown authors

do not hesitate to contact editor of your article, who is fully available to you and will readily help you with the right form of the final citation.

By compliance of all of these instructions your article is more probable to be edited and then successfully published in due time.

1. BOOKS

1.1. BOOKS WITH KNOWN AUTHORS

- Author(s) last name(s), - in the right order
- Author(s) initial(s). - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
 - if edited book, use names of editors and (ed.)/(eds.)
- (Year of publication) - only number, in the brackets
- *Title.* - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - only if it's not the first edition, use "ed"
- Edition.
- Place of publication: Publisher,
- page(s). - if known, use "p.", if range "pp.", use full page numbers

Dahl, R. (2004) *Charlie and the Chocolate Factory*. 6th ed. New York: Knopf.

Vermaat, M. et al. (2014) *Discovering Computers*. Boston: Cengage Learning, pp. 446-448.

Daniels, K., Patterson, G. and Dunston, Y. (2014) *The Ultimate Student Teaching Guide*. 2nd ed. Los Angeles: SAGE Publications, pp. 145-151.

1.2. EBOOKS

- Author(s) last name(s), - in the right order
- Author(s) first initial(s). - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
- (Year of publication) - only number, in the brackets
 - publication of printed version, if it is not, use e-version
- *Title.* - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
- [medium] - [online] x [Kindle DX e-book] etc.
- Edition. - only if it's not the first edition, use "ed"
- Place of publication: Publisher, - publisher of the printed version
- page(s). - if known, use "p." or if range "pp.", full page numbers
- "Available from:"
- Location of e-book - where it was accessed from
- website - full, but not linkable
- [Accessed day + month + year]. - day of the most recent visit of quoted e-book
 - day and year in numbers

Hollensen, S. (2004) *Global Marketing: A Decision Oriented Approach*. [online] Harlow: Financial Times Prentice Hall. Available from: <http://www.mylibrary.com/Browse/open.asp?ID=60094> [Accessed 10 June 2013].

Wu, T. (2010) *The Master Switch: The Rise and Fall of Information Empires*. [Kindle DX e-book] 3rd ed. London: Atlantic Books.

1.3. CHAPTER IN AN EDITED BOOK

- Chapter author(s) last name(s), - in the right order
- Chapter author(s) initial(s). - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
 - if edited book, use names of editors and (ed.)/(eds.)
- (Year of publication) - only numbers, in the brackets
- Title of the chapter. - all title will all of the /in)definite articles, in italics
 - use uppercases except articles and prepositions
- "In:"
- Editor(s) name(s) and last names(s) - in the right order
- "(ed.)"/"(eds.)"
- Title. - all title will all of the /in)definite articles, in italics
 - use uppercases except articles and prepositions
 - only if it's not the first edition, use "ed"
- Edition.
- Place of publication: Publisher,
- page(s). - if known, use "p.", or if range "pp.", full page numbers

Legge, K. (2007) HRM: Rhetoric, Reality and Hidden Agendas. In: John Storey (ed.) *Human Resource Management: A Critical Text*. 3rd ed. London: Thomson, pp. 33-62.

1.4. BOOK REVIEW

- Reviewer(s) last name(s), - in the right order
- Reviewer(s) initial(s). - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
- (Year of publication) - only number, in the brackets
- Title + subtitle of reviewed book - all title with all of the (in)definite articles, in italics
 - use uppercases except articles or prepositions
 - subtitle if known
- "by"
- Author(s) name(s) and last name(s) - in the right order
- "reviewed in"
- Title of the publication with the review, - all title with all of the (in)definite articles, in italics

- Volume number
 - (part/issue/month/season),
 - page(s).
- use uppercases except articles or prepositions
 - if known, only numbers
 - if known,
 - if known, use "p." or if range "pp.", full page numbers

Palfreyman, J. (2012) Successful Mentoring in Nursing by Liz Aston and Paula Hallam reviewed in *Nursing Standard*, 26 (21), p. 31.

2. CONFERENCE PAPERS

- Author(s) last name(s),
 - Author(s) initial(s).
 - (Year of publication)
 - Title + subtitle.
 - "In:"
 - Editor(s) name(s) and last name(s)
 - "(ed.)"/"(eds.)"
 - *Title of conference,*
 - Place of conference,
 - day + month of conference.
 - Place of publication: Publisher,
 - page(s).
 - "Available from:"
 - web address
 - ["Accessed" day + month + year].
- in the right order
 - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
 - only number, in brackets
 - all title with all of the (in)definite articles
 - use uppercases except articles and prepositions
 - subtitle if known
 - in the right order
 - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - day in numbers
 - if known, use "p." or if range "pp.", full page numbers
 - only if online accessible
 - full, but not linkable
 - day and year in numbers

Almorsy, M. Grundy, J. and Ibrahim, A. S. (2011) Collaboration-based Cloud Computing Security Management Framework. In: Ling Liu and Manish Parashar (eds.) *Cloud 2011: IEEE 4th International Conference on Cloud Computing*, Washington D.C., 4-9 July. Washington D.C., USA: The Institute of Electrical and Electronics Engineers, pp. 364-371.

3. DIAGRAMS, FIGURES, IMAGES, TABLES

- Author(s) last name(s),
 - Author(s) initials.
- in the right order
 - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective

- (Year of publishing)
 - *Title of medium.*
 - Edition.
 - Place of publishing: Publisher.
- and for the rest use "et al."
 - only numbers, in the brackets
 - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - only if it's not the first edition, use "ed"

Reece, J. B. et al. (2011) *Campbell Biology*. 9th ed. Boston: Pearson.

4. JOURNALS, MAGAZINES, PERIODICALS

4.1. JOURNAL ARTICLES

- Author(s) last name(s),
 - Author(s) initial(s).
 - (Year of publication)
 - Title + subtitle.
 - *Title of journal,*
 - Volume number
 - (part, issue, month, season),
 - page(s).
 - "Available from:"
 - web address
 - ["Accessed" day + month + year].
- in the right order
 - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
 - only numbers, in the brackets
 - all title with all of the (in)definite articles
 - use uppercases except articles and prepositions
 - subtitle if known
 - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - if known, only numbers
 - if known
 - if known, use "p." or if range "pp.", full page numbers
 - only if online accessible
 - full, but not linkable
 - day and year in numbers

Battilana, J. and Casciaro, T. (2013) The Network Secrets of Great Change Agents. *Harvard Business Review*, 91 (7), pp. 62-68.

4.2. PRE-PRINTS/POST-PRINTS/ARTICLES IN PRESS

- Author(s) last name(s),
 - Author(s) initial(s).
 - (Year of writing)
 - Title + subtitle.
- in the right order
 - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
 - only numbers, in the brackets
 - all title with all of the (in)definite articles
 - use uppercases except articles and prepositions
 - subtitle if known

- ["pre-print"/"post-print"/"in press"]
- "Submitted to:"
- *Title of journal.* - all title with all of the (in)definite articles, in italics
- use uppercases except articles and prepositions
- "Available from:" - only if online accessible
- web address - full, but not linkable
- ["Accessed" day + month + year]. - day and year in numbers

Risler, T. and Basun, M. (2013) Morphological Instabilities of Stratified Epithelia: A Mechanical Instability in Tumour Formation. [pre-print] Submitted to *New Journal of Physics*. Available from: <http://arxiv.org/pdf/1306.5676v1.pdf> [Accessed 28 June 2014].

Tusting, L. S. et al. (2013) Socioeconomic Development as an Intervention against malaria: A Systematic Review and Meta-analysis. [in press] *The Lancet*. Available from: [http://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(13\)60851-X/fulltext#article_upsell](http://www.thelancet.com/journals/lancet/article/PIIS0140-6736(13)60851-X/fulltext#article_upsell) [Accessed 2 June 2015].

5. LAW

5.1. CASES

- *Party 1 name v. Party 2 name* - defendant v. complainant, in italics
- (Year the case was heard) - only numbers, in the brackets
- "[unreported]" - only if unreported
- Volume number - if applicable, only numbers
- Abbreviation of Law Report series or place where the case was heard
- Page number/case number. - if it is unreported, use day and month the case was heard
- day in numbers

Pepper v. Hart (1993) AC 593.

Evans v. Governor of H. M. Prison Brockhill (1985) [unreported] Court of Appeal (Civil Division), 19 June.

5.2. STATUTES, STATUTORY INSTRUMENTS

- *Title + the year* - all title with all of the (in)definite articles, in italics
- use uppercases except articles and prepositions
- (*chapter number*). - use "c.", in italics, in brackets
- "SI" year of enactment"/"statutory instrument number.
- only if statutory instrument, in numbers
- State of the publication - full name, no abbreviations
- Place of publication: Publisher.
- "In" language. - language of statute/statutory instrument

Justice and Security Act 2013 (c. 18). United Kingdom of Great Britain and Northern Ireland. London: HMSO. In English.

The Severn Bridges Tolls Order 2012, SI 2012/3136. United Kingdom of Great Britain and Northern Ireland. London: The Stationery Office. In English.

5.3. EU REGULATIONS, DIRECTIVES, DECISIONS

- Title including the type of document.
 - all title with all of the (in)definite articles
 - use uppercases except articles and prepositions
- "*Official journal of the European Union*"
 - only if published
- (document reference)
 - in brackets
- day + month of publication.
 - day in numbers
- "Available from:"
 - only if online accessible
- web address
 - full, but not linkable
- ["Accessed" day + month + year].
 - day and year in numbers

Commission Decision of 28 June 2013 Appointing Members and Alternatives of the Committee for Advanced Therapies to Represent Clinicians and Patients' Associations. *Official Journal of the European Union* (2013/C 187/08) 29 June. Available From: <http://eur-lex.europa.eu/LexUriWerv/LexUriServ.do?uri=OJ:C:2013:187:0009:0009:EN:PDF> [Accessed 21 June 2015].

5.4. TREATIES

- *Title*,
 - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
- day + month + year of signing
 - day and year in numbers
- (document reference).
 - in brackets
- "Available from:"
 - only if online accessible
- web address
 - full, but not linkable
- ["Accessed" day + month + year].
 - day and year in numbers

Treaty of Lisbon Amending the Treaty on European Union and the Treaty Establishing the European Community, 13 December 2007 (2007/C 306/01). Available from: <http://eur-lex.europa.eu/JOHtml.do?uri=OJ:C:2007:306:SOM:EN:HTML> [Accessed 21 June 2015].

6. NEW MEDIA

6.1. BLOGS/FACEBOOK/TWITTER/PODCASTS

- Author(s)/Contributor(s)/Broadcaster(s) last name(s),
 - in the right order
- Author(s)/Contributor(s)(Broadcaster(s) initial(s).
 - in the right order

- if 2-3 authors..., the last one is divided by “and”
- if 3+ authors..., only write the head of the collective and for the rest use “et al.”
- if the author unknown, use title of the blog
- can be replaced by corporate
- (Year of publication/post/broadcast)
 - only numbers, in the brackets
- *Title + subtitle or short description.*
 - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - subtitle if known
- [“blog entry”/“Facebook”/“Twitter”/“podcast”]
- day + month of entry/post/tweet/broadcast.
 - day in numbers
- Place of publication: Publisher.
 - if known, only in case of blogs
- “Available from:”
- web address
 - full, but not linkable
- [“Accessed” day + month + year].
 - day and year in numbers

Open Europe Blog. (2013) *Got Milk? Writing the Nanny-state into EU Law*. [blog entry] 12 June. London: Open Europe. Available from: <http://www.openeuropeblog.blogspot.co.uk/2013/06/got-milk-writing-nanny-state-into-EU-law.html> [Accessed 12 April 2014].

University of Lincoln English Language Centre. (2013) *English Language Workshops*. [Facebook] 16 May. Available from: <http://www.facebook.com/pages/University-of-Lincoln-English-Language-Centre/214820105273196> [Accessed 3 July 2015].

Wikileaks. (2013) *Hidden Microphone Found*. [Twitter] 3 July. Available from: <https://twitter.com/wikileaks> [Accessed 4 May 2016].

BBC World Service. (2013) *Escape from Alcatraz*. [podcast] 11 June. Available from: <https://www.bbc.co.uk/podcasts/series/witness> [Accessed 13 June 2013].

6.2. VIDEO SHARING WEBS

- Contributor(s) last name(s),
 - in the right order
- Contributor(s) initial(s).
 - in the right order
 - if 2-3 contributors, the last one is divided by “and”
 - if 3+ contributors, only write the head of the collective and for the rest use “et al.”
 - can be replaced by corporate
- (Year of upload)
 - only numbers, in the brackets
- *Title + subtitle or short description.*
 - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - subtitle if known
- “[online video]”

- "Available from:"
- web address - full, but not linkable
- ["Accessed" day + month + year]. - day and year in numbers

Design Council. (2008) *What is Good Design?* [online video] Available from: <http://www.youtube.com/watch?v=5SFncmn3pTs> [Accessed 2 July 2013].

7. NEWSPAPERS

7.1. ARTICLES

- Journalist(s) last name(s) - in the right order stated in the article
- Journalist(s) initial(s). - in the right order stated in the article
 - if 2-3 journalists, the last one is divided by "and"
 - if 3+ journalists, only write the head of the collective and for the rest use "et al."
- (Year of publication) - only numbers, in the brackets
- Title of the article. - all title with all of the (in)definite articles
 - use uppercases except articles and prepositions
- *Title of the newspaper,* - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - in case of unknown author use before the year of publication instead of name(s)
- day + month of publication, - day in numbers
- page(s). - if known, use "p.", if range "pp.", use full page numbers
- "Available from:" - only if online accessible
- web address - full, but not linkable
- ["Accessed" day + month + year]. - day and year in numbers

Glancey, J. (1999) Barcelona Beats World's Top Architects to Awards. *The Guardian*, 18 March, p. 6.

The Sun. (1992) It Was The Sun Wot Won It. 11 April, p. 1.

7.2. PRESS RELEASES

- Author(s) last name(s) - in the right order stated in the press release
- Author(s) initial(s). - in the right order stated in the article
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
 - can be replaced by corporate
- (Year of publication) - only numbers, in the brackets
- *Title.* - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
- "[press release]"

- day + month of press release. - day in numbers
- "Available from:" - only if online accessible
- web address - full, but not linkable
- ["Accessed" day + month + year]. - day and year in numbers

NHS Direct. (2013) *NHS Direct's Processes for Providing Health Advice Receive NICE Accreditation*. [press release] 28 January. Available from: [http://www.nhsdirect.nhs.uk/News/LatestNews/NICE Accreditation](http://www.nhsdirect.nhs.uk/News/LatestNews/NICE%20Accreditation) [Accessed 6 September 2014].

8. OFFICIAL PUBLICATIONS

- Department(s) name. - full name
- (Year of publication) - only numbers, in the brackets
- *Title + subtitle*. - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - subtitle if known
- Paper number.
- Place of publication: Publisher.
- "Available from:" - only if online accessible
- web address - full, but not linkable
- ["Accessed" day + month + year]. - day and year in numbers

Department for Environment, Food & Rural Affairs. (2011) *The Natural Choice: Securing the Value of Nature*. CM8082. London: HMSO. Available from: <http://www.official-coduments.goc.uk/documents/cm80/8082/8082.pdf> [Accessed 2 July 2013].

9. SOFTWARE

- Developer(s) last name(s), - in the right order
- Developer(s) initial(s). - in the right order
 - if 2-3 developers, the last one is divided by "and"
 - if 3+ developers, only write the head of the collective and for the rest use "et al."
 - can be replaced by corporate
- (Year of publication/update/copyright)
 - only numbers, in the brackets
- *Title + subtitle*. - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - subtitle if known
- ["game"/"online game"/"app"/"software"]
- Version. - only if it's not the first edition, use "v."
- Place of publication: Publisher. - if known
- "Available from:" - only if online accessible

- web address - full, but not linkable
- ["Accessed" day + month + year]. - day and year in numbers

Center for Game Science. (2013) *Foldit*. [online game] Seattle, USA: Center for Game Science at the University of Washington. Available from: <http://fold.it/poratl/info/about> [Accessed 28 January 2015].

Design Museum. (2012) *The design Museum Collection*. [app] v. 1.11. Design Museum. Available from: <http://www.apple.com/uk/itunes> [Accessed 28 June 2013].

Symantec. (2013) *Norton Internet Security*. [software] v. Windows 8/7/XP/Vista. Mountain View, USA: Symantec.

10. THESES, DISSERTATIONS

- Author(s) last name(s), - in the right order
- Author(s) initial(s). - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
- (Year of submission) - only numbers, in the brackets
- *Title + subtitle*. - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - subtitle if known
- "[online]"
- Qualification level.
- Covered institution/university. - full name, don't use abbreviations

Lyons, T. J. (2012) *Tradable Commodities of Public Assets?: Spectrum and Public Service Communications in the Early 21st Century*. [online] Ph.D. University of Lincoln.

11. TRANSLATIONS

**cite the original author, not the translator*

- Author(s) last name(s), - in the right order
- Author(s) initial(s). - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
- (Year of publication) - only numbers, in the brackets
- *Title + subtitle*. - all title with all of the (in)definite articles, in italics, use uppercases except articles and prepositions
 - subtitle if known

- "Translated from"
- Original language
- "by"
- Full name(s) of the translator(s). - in the right order
- Place of publication: Publisher. - if known

Camus, A. (1942) *The Outsider*. Translated from French by Joseph Laredo. London: Penguin Books.

12. WEBSITES

* the year of publication is usually date of the last update or revision

- Author(s) last name(s), - in the right order
- Author(s) initial(s). - in the right order
 - if 2-3 authors, the last one is divided by "and"
 - if 3+ authors, only write the head of the collective and for the rest use "et al."
 - can be replaced by corporate
- (Year of publication) - only numbers, in the brackets
- Title + subtitle. - all title with all of the (in)definite articles, in italics
 - use uppercases except articles and prepositions
 - subtitle if known
- "[online]"
- Place of publication: Publisher. - if known
- "Available from:"
- web address - full, but not linkable
- ["Accessed" day + month + year]. - day and year in numbers

Triggle, N. (2013) *NHS Boss Aims to "Liberate" Service from Politics*. [online] London: BBC. Available from: <http://www.bbc.co.uk/news/health-22792603> [Accessed 6 June 2016].

BBC. (2013) *UK Faces European Court over Immigrants' Benefits*. [online] London: BBS. Available from: <http://www.bbs.co.uk/news/uk-22712569> [Accessed 30 May 2013].