

- **MENDELU**
- **Department of Scientific**
- **and Pedagogical**
- **Information and Services**

Bibliographic citations of documents not covered by the standard ISO 690

and how to deal with them

Created by:

Mgr. Vlasta Zatloukalová, DiS.

Department of Scientific and Pedagogical Information and Services

(last update 2020-04-29)

Table of contents

| | |
|---|----|
| Introduction | 3 |
| Legislative documents (laws, directives, decrees, etc.) | 4 |
| Printed final thesis | 4 |
| Electronic final thesis | 5 |
| Archival documents and manuscripts | 5 |
| Oral / personal communication | 6 |
| Email from personal communication | 6 |
| Email from public communication | 7 |
| Organized events (conference, workshop, exhibition) | 7 |
| Lecture (eg. at a conference) | 7 |
| Online lecture (presentation, webinar) | 8 |
| Poster (at a conference) | 8 |
| Certified methodology, treatment or heritage preservation | 8 |
| Prototype, functional sample, proven technology, cultivar, breed | 9 |
| Research report | 9 |
| Corporate publications | 10 |
| Used resources | 11 |

Introduction

There is often a need to cite publications that have their own specifics, when we writing scientific publication. The standard ISO 690 deals with the forms and citations of basic and commonly used publications, but there is a question - how to cite publications that are in some way specific? This guide was created for students who are writing their seminar or final thesis, or for teachers who are interested in examples of bibliographic citations of documents which are relate to results of science and research.

These patterns of bibliographic citations are compiled on the basis of my previous experience, and also on the basis of the knowledge and experience of my library colleagues - experts from practice. I drew from their work and I refer to them at the end of this guide. The patterns must be taken as a suggestion how the bibliographic citation might look like.

Concluding note: the guide presents the patterns of the bibliographic citations where some of the data are marked bold. These marked data are compulsory and we should write them in the citation (if they are available). The unmarked data are not compulsory and we can skip them.

Vlasta Zatloukalová

Legislative documents (laws, directives, decrees, etc.)

The general principles of citing these documents are:

- The first data includes the **scope of the law**, eg. at the Czech law - CZECHIA or CZECH REPUBLIC. If we do not deal also with international law, it is possible to skip the primary responsibility.
- It is necessary to specify the **document type** within the Title (eg. law, directive, etc.).
- Laws are published as contributions of the Collection of Laws, so after the Title of the law "In:" we should use the Collection of Laws of the Czech Republic as the author (*The primary responsibility of the collection*).
- We should also write the **year of issue** (usually part of the Title) and **volume with issue**.

Scope. Primary responsibility. **Title:** subtitle. **In:** The primary responsibility of the collection. **Resource Name:** Resource subtitle, volume, issue, range of pages. **Standard identifier.** **Available from:** URL. Additional information.

CZECHIA. Act No. 111 of 7 April 2000, on copyright, on rights related to copyright and on the amendment of certain laws (Copyright Act). In: *Collection of laws of the Czech Republic* 12 May 2000, vol. 2000, issue 36. ISSN 1211-1244.

Final thesis (dissertations thesis, habilitations thesis, etc.)

These templates and examples were created **analogously to** bibliographic citations for **monographs**. In bibliographic citations of final thesis we should use two more data - **Kind of thesis** and **Name of the institution**. Despite the *Name of the supervisor of the final thesis* is not compulsory, we should include him/her to the citation.

Printed final thesis

Creator. **Title:** Subtitle. **Place, Year of publication,** number of pages. **Kind of thesis.** **Name of the institution.** Name of the supervisor. Additional information.

SAGOE, Agnes Akuba. *The impacts of urbanisation on solid waste management in Accra, Ghana*. Brno, 2018. Master thesis. Mendel University in Brno, Faculty of Regional Development and International Studies, Department of Regional Development. Supervisor Ing. Emmanuel Kofi Ankomah, Ph.D.

Electronic final thesis

Creator. Title: Subtitle [media type]. Place, Year of publication [cit. date of citation], number of pages. **Kind of thesis. Name of the institution.** Name of the supervisor. **Available from: URL.** Additional information.

SAGOE, Agnes Akuba. *The impacts of urbanisation on solid waste management in Accra, Ghana* [online]. Brno, 2018 [cit. 2020-04-28]. Master thesis. Mendel University in Brno, Faculty of Regional Development and International Studies, Department of Regional Development. Supervisor Ing. Emmanuel Kofi Ankomah, Ph.D. Available from: https://is.mendelu.cz/auth/zp/index.pl?prehled=vyhledavani;podrobnosti_zp=61805;zp=61805;dinfo_jazyk=3

Archival documents and manuscripts

The general principles of citing these documents are:

- We should proceed from a larger whole to a smaller one, giving the data in the following order:
 - **Name of the archive / institution** (official name of the archive, museum)
 - **Name / brand of the fund or collection**
 - **Inventory number** (if missing, we should use pressmark)
 - Registration unit number (carton/book/folder/file)
 - Date and place of publication of the documents
 - **Title or brief description of the official books (documents) and their time scale**
 - Page number (for larger materials)
- It is a good idea to consult the scope of the data directly with the archivist or collection administrator, so the document can be traced back easier.

Note: The data in bibliographic citation should be written in the language of cited document, only physical description of the document (pages, additional information and data from other sources) is written in the language of final thesis.

Name of the archive / institution, Name or brand of the fund, Inventory number, Title or brief description of the document, Date and place of creation.

Original bibliographic citation:

Státní oblastní archiv v Plzni, Obchodní a živnostenská komora Plzeň, kart. 55, zpráva o průběhu plenární schůze OŽK z 20. 12. 1917.

Translated bibliographic citation:

State Regional Archives in Pilsen, Chamber of Commerce and Trade Plzeň, cart. 55, report on the course of the plenary meeting of the OŽK of 20 December 1917.

Oral / personal communication

It is possible to skip oral communication in the list of bibliographic references and cite it only in the text of final thesis. It is necessary to consult this situation with your supervisor.

Name of respondent. Relevant information (according to the kind of thesis). Where the conversation took place. Date of conversation.

DOE, John. Interview with a former prisoner from Jáchymov, imprisoned in 1951-1955, born in 1930. Prague. 13. 11. 2008.

Citation in the text:

According to the oral report of John Doe (former prisoner from Jáchymov, Prague) on November 13 in 2008, ...

Email from personal communication

There is differences between personal communication and public communication, which is accessible via email correspondence. We can not verify the personal communication, so we should use it only in necessary cases. It is possible to use these ways of bibliographical citations.

Name of sender. Title of email [media type]. Message to: email recipient. Date of sending [cit. Date of citation]. Additional information.

NOVÁK, Jan. *Creation of bibliographic citations* [email]. Message to: sebkova@mendelu.cz. 2020-04-15 10:19 [cit. 2020-04-15]. Personal communication.

Email from public communication

Name of sender. Title of email [media type]. Date of sending [cit. Date of citation]. Name of archive. Available from: URL. Additional information.

KAŇKA, Jan. *Call for papers - KKS 2017 Infobox* [email]. 2017-03-13 14:00 [cit. 2017-05-18]. Available from:
<https://lsv.cesnet.cz/cgi-bin/wa?A2=ind1703&L=knihovna&T=0&F=&S=&P=29290>

Organized events (conference, workshop, exhibition)

It is necessary to write at least basic information, **who** organized the event, **what** was the event, **where** and **when** the event took place.

Creator/organizer. The name of the event. Place, Organizing institution, date of event. Additional information.

Original bibliographic citation:

BOTANICKÁ ZAHRADA A ARBORETUM. *Výstava kosatců IRIS 2020*. Brno, Botanická zahrada a arboretum Mendelovy univerzity v Brně, 22. – 25. května 2020. Tradiční každoroční výstava velkokvětých kosatců.

Translated bibliographic citation:

BOTANICAL GARDEN AND ARBORETUM. *Exhibition of Irises IRIS 2020*. Brno, Botanical Garden and Arboretum of Mendel University in Brno, May 22nd - 25th 2020. Traditional annual exhibition of large-flowered irises.

Lecture (eg. at a conference)

Creator/lecturer. Title of lecture: Subtitle [media type]. Place, Organizing institution, date of event. Additional information.

ULLMANN, Madlen. *Magnesium Twin-Roll Casting Technology for Flat and Long Products* [lecture]. Brno, 28th International Conference on Metallurgy and Materials - METAL 2019, May 22nd - 24th 2019.

Online lecture (presentation, webinar)

Creator/lecturer. Title of lecture: Subtitle [media type]. **Place, Organizing institution, date of event.** In: *Name of the source, where the lecture is published* [media type] [cit. date of citation]. **Available from: URL.** Additional information.

FISCHER, Stanley. Lessons From The Crisis, 2007-2012 [lecture]. Oxford, Oxford University, November 5th 2012. In: *YouTube.com* [online] [cit. 2020-04-29]. Available from: <https://youtu.be/IHckOM7Mm5A>

Poster (at a conference)

Creator(s). Title of poster [poster]. In: *Name of the conference / event where the poster was presented or Title of the entire document where the poster was published*, number of page(s). Available from: URL.

OPĚLA, Petr. A Hot Flow Curve Approximation via Biology-Inspired Algorithms [poster]. In: *28th International Conference on Metallurgy and Materials - METAL 2019, May 22nd - 24th 2019.*

Certified methodology, treatment or heritage preservation

These documents have been prepared by experts and approved by the competent authority of the state administration; then recommended for use in practice. If these documents have been published, we can cite them as monographs, including the data about Edition and Standard identifier.

Creator(s)/solver(s). Title of methodology / procedure: Subtitle. **Edition. Place: Publisher, Year of publication,** number of pages. **Document type, prescription number. Standard identifier. Available from: URL.** Additional information.

WOLF, Jan et al. *Metody šlechtění odolných odrůd slivoní*. 1. vydání. Brno: Mendelova univerzita v Brně, 2019, 58 pages. Certified methodology, prescription number: UKZUZ 167864/2018. ISBN 978-80-7509-633-3. Available from: https://zf.mendelu.cz/wcd/web-zf/soubory/2019-02-18_metodikaslechtslivoni.pdf

Prototype, functional sample, proven technology, cultivar, breed

Name of owner (applicant). Title: Subtitle [media type]. Creator(s). Place, Name of institution, Year of creation. Identification number. Available from: URL. Additional information.

MENDEL UNIVERSITY IN BRNO. *Jídelní stůl* [prototype]. Creators: ŠIMEK, Milan and Veronika BOKŮVKOVÁ. Brno, Mendel University in Brno, 2019. Identification number: 002/2019-956.

MENDEL UNIVERSITY IN BRNO. *Uplatnění ověřené technologie na přívěsu s hybridním pohonem podvozku* [proven technology]. Creators: NERUDA, Jindřich, Radomír ULRICH and Tomáš ZEMÁNEK. Brno, Mendel University in Brno, 2019. Identification number: 1/2019.

Research report

Creator(s). Title of the report: Subtitle. Identification of research report, number. Orderer of research report. **Place: Publisher, Year of publication,** number of pages.

BAJER, Aleš et al. *Optimalizace lesnického hospodaření na svazích ohrožených sesuvy a řícením hornin - metodika lesopěstebních postupů*. Summary research report. Lesy České republiky, s. p., Hradec Králové. Brno: Mendel University in Brno, Faculty of Forestry and Wood Technology, 2019, 168 pages.

Corporate publications

Company publications are: annual reports, product catalogs, price lists, leaflets, etc. Sometimes it is difficult to find some data, so it is possible to use the homepage of the company to find the missing data. If some data can not be found, it can be skipped altogether.

According to the pattern above, we can also cite the publications that have not been officially published, such as an internal material of a company, circulars, instructions, etc. These publications include almost no data to create a bibliographic citation, so we must use at least the available data. Alternatively, we can use the homepage of the company to find the missing data too.

Name of the corporation. Title: Subtitle [media type]. Place: Publisher, Year of publication [cit. date of citation], number of pages. Available from: URL. Additional information.

FERONA, a.s. *Company report 2018* [online]. Prague: Ferona, a.s., 2019 [cit. 2020-04-29], 48 pages. Available from: https://www.ferona.cz/obrazky-soubory/vz2018_ferona_eng_06-418a6.pdf

ZETOR TRACTORS, a. s. *ZETOR CRYSTAL: CRYSTAL HD* [online]. Brno: ZETOR TRACTORS, a. s., 2019 [cit. 2020-04-29], 11 pages. Available from: <https://www.zetor.cz/file/traktory-crystal-cz.pdf>

Used resources

INTERNATIONAL STANDARD ISO 690:2010. *Information and documentation — Guidelines for bibliographic references and citations to information resources*. Geneva: International Organization for Standardization, 2010. Reference number ISO 690:2010(E).

BIERNÁTOVÁ, Olga a Jan SKŮPA. *Bibliografické odkazy a citace dokumentů dle ČSN ISO 690 (01 0197) platné od 1. dubna 2011*. Brno, 2011. 27 p. Available from: <https://www.citace.com/CSN-ISO-690.pdf>. In cooperation with portal Citace.com.

KRČÁL, Martin a Zuzana TEPLÍKOVÁ. *Naučte (se) citovat*. 1. vyd. Blansko: Citace.com, 2014. ISBN 978-80-260-6074-1.

ŘEHŮŘKOVÁ, Markéta and Vanda GŘEŠÁKOVÁ. *Bibliografické odkazy a citace informačních zdrojů*. Brno: e:Citace, 2012. Available from: http://ecitace.knihovna.cz/soubory/Metodicky_material_2.pdf

FIRSTOVÁ, Zdeňka. *Nová citační norma ČSN ISO 690:2011 – Bibliografické citace* [online]. 2011, Uploaded 2020 [cit. 2020-04-15]. Available from: www.iso690.zcu.cz

ZIZIENOVÁ, Marta aand Martin KRAUSE. *Metodika zpracování bibliografických citací a pravidla pro psaní citací* [online]. Liberec: Technická univerzita v Liberci, 2017 [cit. 2020-04-23]. ISBN 978-80-7494-364-5. Available from: <https://publi.cz/download/publication/517?online=1>