UNIFIED CITATION STANDARD OF THE CSMSS UD

INTRODUCTION

When writing any academic text, it is essential to reference the sources you have used. The fact that certain information is not your knowledge or idea must be declared in the text (explicitly marked). The fundamental rule for proper citation is that the source must be clearly identifiable and traceable based on the information you provide. When preparing bibliographic citations, follow the **Chicago author-date** citation style. The official guidelines provided by the University of Chicago are available here.

GENERAL RULES

Data for the bibliographic citation should be taken from **the cited source** (typically the document you have worked with). Cite its specific edition or version. The Chicago author-date citation style uses **a shortened in-text citation** in the form of the **author's last name** and the **publication date**, with the addition of page numbers (or page range) or other specific information related to the cited source, e.g., (Stojar et al. 2022, 15-17). The usual placement is before the period at the end of the sentence, but it can also be placed anywhere within the sentence where the quoted thesis or paraphrase ends. The full version of the above-shortened citation, including the authors' first names, publisher, place of publication, etc., is placed in **References at the end of the text**.

Stojar, Richard, Vendula Divišová, Dominika Kosárová, Libor Frank, Antonín Novotný, Jan Břeň, Adam Potočňák, Vladimír Bízik, and Yvona Novotná. 2022. *Security Environment: Sectoral Analysis and Implications for the Czech Armed Forces 2021*. Brno: Univerzita obrany. https://doi.org/10.3849/978-80-7582-466-0.

Where possible, specify the exact location of the cited (borrowed or referenced) information in the in-text citation as precisely as possible (e.g., page number, time stamp, percentage, etc.). This increases the credibility, verifiability, and further usability of your text.

LANGUAGE OF CITATIONS

Record the information in the **language in which it is presented in the cited document**. Only the physical description of the book (page count, etc.) should be written in the language of the bibliographic citation. Any element not in the Latin alphabet must be **transliterated** (e.g., Cyrillic, Russian script, etc.) or **transcribed** (e.g., Chinese characters).

In the case of an English-language article, use the conjunction **'and'** between the authors' last names (Novotný and Stojar 2023); (Novotný, Stojar, and Divišová 2023). A **comma precedes 'and'** when there are three or more authors.

Pay attention to how **dates** and **quotation marks** are formatted. Using upper quotation marks ("word") is expected in English. For texts written in English, follow this format:

Google. 2017. "Privacy Policy." April 17, 2017. https://www.google.com/policies/privacy/.

DIRECT CITATIONS AND PARAPHRASES

Distinguish between **paraphrasing** and **direct quotations** both in-text and in the bibliographic reference. In a paraphrase, you interpret another person's text or idea in your own words, for example: 'This theoretical discussion allowed us to further develop our understanding of resilience in the military' (Novotný 2021, 13–15).

When providing a direct quotation, always distinguish whether it is a **'short' or 'long' quotation**. A short quotation refers to text that fits within three lines. A long quotation refers to text that exceeds three lines.

Present a **short direct quotation in quotation marks** and include the relevant reference.

Example:

"The short quotation should be in quotation marks and referenced accordingly" (Novotný 2021, 58).

Always present a **long direct quotation with quotation marks in a citation box**. Choose the' Quotation Box' style if you are working with a template. Attach the relevant reference at the end of the quoted excerpt.

Example:

> "Quotation box is an appropriate way of visually differentiating a larger block of a quoted text from the regular text. Quotation marks enclose it and are also indented from both left and right. Spacing before and after the quotation box visually aligns the entire text block. The size of letters in the quotation box is the same as the regular text" (Doleček 2011, 28).

If you use citation generators (see below), always **pay attention to the exact formatting** of the citation you copy into your article. It may happen that, for example, italics are lost. **Always check that the format of the inserted citation matches the one generated by the application**.

FOOTNOTES

Footnotes are not used for inserting citations but only to supplement **the text**. Use footnotes only when absolutely necessary.

QUOTE GENERATORS

When preparing bibliographic citations, you can use the 'Citation Generator' application, available at the portal www.citacepro.com. The Citation Generator allows you to easily, quickly, and intuitively create and store citations in a format that automatically complies with the prescribed standard, including export to the MS Word text editor. Similar tools include generators like zBib, Free Chicago Citation Generator, and Scribbr Chicago Citation Generator. You can also use citation managers like Zotero, Mendeley, EndNote, ReadCube Papers, or other online applications.

URL SHORTENING

Use so-called' URL shorteners if your citation includes a URL nearly a full line in length or longer (exceeding one line or even taking up multiple lines). These online services allow you to create an alternative link with significantly fewer characters than the original. For this purpose, you can use applications like TinyURL, Bitly, Rembrandly, and others.

TABLE 1 – PRACTICAL EXAMPLES

Quotation marks in References follow the language of your text, not the language of the cited source!
If you are writing in English, always use quotation marks at the top for the cited source.

SOURCE	PLACEMENT	CITATION
ACADEMIC WORK	in text	(Baxa 2018, 55-56) (Deakin 2003, 125)
	in References	Baxa, Fabian. 2018. "Plánování schopností v podmínkách cílově orientovaného plánování rezortu obrany s využitím manažerských nástrojů." Disertační práce, Brno: Univerzita obrany. Deakin, Robert Luke. 2003. "Economic information warfare: analysis of the relationship between the protection of financial information infrastructure and Australia's national security." Diploma thesis, Queensland University of Technology.
ARTICLE IN A SCHOLARLY JOURNAL	in text	(Spišák 2022, 104-105) (Kupka, Walach and Divišová 2022, 55-56) (Bízík et al. 2022, 75) If there are three authors, list all of them; if there are four or more authors, list the first author, followed by et al.
	in References	Spišák, Ján. 2022. "Vojenské aspekty války na Ukrajině." *Vojenské rozhledy* 31 (4). s. 103–118. https://doi.org/10.3849/2336-2995.31.2022.04.103-118. Kupka, Petr, Václav Walach and Vendula Divišová. 2022. "From legal definitions to ethnic identities: Representations of organized crime in Czech policy documents." *Trends in Organized Crime*, Publisher Preview. https://doi.org/10.1007/s12117-022-09449-y. Bízik, Vladimír, Dominika Kosárová, Adam Potočňák, and Richard Stojar. 2022. "Hybrid Interference: from the Particular to a Continuum: Empirical Test of the Multi-Dimensional Concept of "Hybrid"." *Obrana a strategie* 22 (1): 75–88. https://doi.org/10.3849/1802-7199.22.2022.01.75-88. Always include the DOI or, alternatively, the URL address.
LEGISLATIVE DOCUMENT	in text	If you cite only a few documents, mention them **in the sentence** and cite the (internet) source from which you obtained the law (as website content – see below). As stipulated by Act No. 240/2000 Coll., the *Crisis Management Act and the Amendment of Certain Laws (Crisis Act)*, it is

		within the authority of the government (…) (Zákony pro lidi 2023, Section 5, Letter c), para. 8).
		If you cite more documents, use footnotes instead of in-text citations. For example:
		[2] Act No. 240/2000 Coll., *Crisis Management Act and the Amendment of Certain Laws (Crisis Act)* (Zákony pro lidi 2023).
	in References	Laws, standards, and legislative documents **are not included** in References. Cite the (internet source) from which you obtained the law.
		Zákony pro lidi. 2023. *Zákon č. 240/2000 Sb. Zákon o krizovém řízení a o změně některých zákonů (krizový zákon)*. April 25, 2023. https://www.zakonyprolidi.cz/cs/2000-240.
NON-LEGISLATIVE DOCUMENT	in text	(Ministerstvo obrany České republiky 1995, 27-28)
		(U.S. Government Accountability Office 2018)
	in References	Ministerstvo obrany České republiky. 1995. *Bílá kniha o obraně České republiky*. Praha.
		U.S. Government Accountability Office. 2018. *Air Force Readiness: Actions Needed to Rebuild Readiness and Prepare for the Future. GAO-19-120T*. Washington, DC. https://www.gao.gov/products/GAO-19-120T.
		Ministerstvo obrany České republiky. 2015. *Rozkaz ministra obrany k 97. výročí vzniku samostatného československého státu.* Praha: https://mocr.army.cz/informacni-servis/vyroci/rozkaz-ministra-obrany- 115905/
		If the document also has a **specific author**, the in-text citation remains the same; the reference list is formatted as follows: Institution. Year. *Title of the document*. Author's full name. Document number. Place of publication: DOI or URL.
E-BOOK	in text	(Stojar et al. 2016) (Stojar et al. 2016, 17-18)
		(Gilbert 2015, 55%)
		(Melville 1851, chap. 10)
	in References	Stojar, Richard, Vendula Divišová, Dominika Kosárová, Libor Frank, Antonín Novotný, Jan Břeň, Adam Potočňák, Vladimír Bízik, and Yvona Novotná. 2022. *Security Environment: Sectoral Analysis and Implications for the Czech Armed Forces 2021*. Brno: Univerzita obrany. https://lib.unob.cz/UNOB_EN/CSMSS/Publications/Security_Environment_2021_AJ_online.pdf.
		Gilbert, Elizabeth. *Big Magic: Creative Living Beyond Fear*. New York: Penguin, 2015. Kindle.
		Melville, Herman. 1851. *Moby-Dick or The Whale*. New York: Harper & Brothers. http://mel.hofstra.edu/moby-dick-the-whale-proofs.html.
		If available, include the **DOI, URL**, or database name. If an e-book has a paging similar to a (printed) scholarly book, the in-text citation for referencing a specific passage follows the same format. If page numbers are unavailable (e.g., on an e-book

		reader), provide any indication you can of the source location – such as position, percentage (%), or chapter.
MOVIE	in text	(Forman 1984, 34:20) (Dinklage 2021, 90 %)
	in References	Forman, Milos, dir. Amadeus. Berkeley, CA: The Saul Zaentz Company, 1984, DVD. Dinklage, Peter. How to Become a Tyrant, Netflix, 2021, https://www.netflix.com/watch/81083003?trackId=255824129. Instead of DVD, provide the URL if you watched the film on a streaming service.
INTERNET MEDIA	in text	(Manjoo 2017) (NL Times 2021) (Oxford Library 2012) (Dorling 2013, 20 %) (Harwood 2008, 1:05) These are regular journalistic, not scholarly, periodicals. If possible, specify the source of the information using one of the identifiers: page, paragraph, percentage, etc., where the cited information is located in the source.
	in References	Manjoo, Farhad. 2017. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times,* March 8, 2017. https://tinyurl.com/5ct3avdw. Times, NL. 2021. "Russia hacked Dutch police systems in 2017: Report". *NL Times*, June 8, 2021. https://nltimes.nl/2021/06/08/russia-hacked-dutch-police-systems-2017-report. Oxford Library. 2012. "Library Strategy." Oxford Library. Accessed June 3 2012. http://www.ol.org/library/strategy.html. Harwood, John. "The Pros and Cons of Biden." New York Times video, 2:00. 2008, August 23. https://bit.ly/3AGBN9y. It is always necessary to include the **internet link to the source**. Indicating the **access date is not required** if the publication date is known. If the publication date cannot be determined, **use the access date as the publication date**. Both the access date and publication date can be provided if the author specifically requests it.
CHAPTER	in text	(Rid 2020, 30-45) (Pavlíková, Šenkýřová and Drmola 2020, 44)
	in References	Rid, Thomas. 2020. "American Disinformation." Chap. 4 in *Active Measures*. Farrar: Straus and Giroux. Pavlíková, Miroslava, Barbora Šenkýřová and Jakub Drmola. 2020. "Propaganda and Disinformation Go Online." In *Challenging

		Propaganda and Disinformation in 21st Century, edited by Miloš Gregor and Petra Mlejnková, 43–74. Cham: Palgrave Macmillan.
BOOK	in text	(Rid 2020, 30) (Rid 2020, 30–45) (Deace and Horowitz 2023, 31) (Deace, Horowitz, and Doe 2023, 54-56)
	in References	Rid, Thomas. 2020. *Active Measures*. Farrar: Straus and Giroux. Deace, Steve and Daniel Horowitz. 2023. *Rise of the Fourth Reich: Confronting COVID Fascism with a New Nuremberg Trial, So This Never Happens Again*. New York: Post Hill Press. Deace, Steve, Daniel Horowitz, and Jane Doe. 2023. *Rise of the Fourth Reich: Confronting COVID Fascism with a New Nuremberg Trial, So This Never Happens Again*. New York: Post Hill Press. If there is no author, **start with the title of the book**. *Merriam-Webster's Collegiate Dictionary (11th ed.).* 2005. Springfield, MA: Merriam-Webster. If it is an edited book, use '**ed.**' for one editor and '**eds.**' for multiple editors. In-text citations are the same as for a scholarly, non-edited book. Smith, John, ed. 2012. *Collected Style Manuals*. Abington: Routledge. Gregor Miloš, and Petra Mlejnková, eds. 2021*. Challenging Online Propaganda and Disinformation in the 21st Century*. Cham: Palgrave Macmillan.
POSTER	in text	(Smith 2012)
	in References	Smith, John. 2012. "Title of Poster." Poster presented at the annual meeting for the Society of XXXX, Oxford, November 21–24.
LECTURE OR PRESENTATION	in text	(Kosárová 2023, 8) (Horse 2017, 3:20) If possible, specify the source of the information using one of the identifiers: frame number, minute: second, percentage, etc., indicating where the cited information is located in the source.
	in References	Kosárová, Dominika. 2023. **"Sekty, kulty a subverzivní ideologie."** Prezentace v kurzu Subverzivní hrozby, Univerzita obrany,

		2023, March 13.
		Horse, Belmont B. 2017. "Horseshoes and Hand Grenades: On the Joys of Approximation." Lecture at Barnes Event Center, Derby, KY. https://horse.com/
CONFERENCE PROCEEDINGS		Individual contributions to conference proceedings are treated **as chapters in a scholarly book with multiple authors**.
INTERVIEW	in text	(Scheinost 2020, 20:45) (Stamper 2017, 75 %) If possible, specify the source of the information using one of the identifiers: frame number, minute: second, percentage, etc., indicating where the cited information is located in the source.
	in References	Scheinost, Miroslav. 2020. "Kriminolog, to je něco jako váleč koulivý." Rozhovor Václava Walacha a Petra Kupky. *Česká kriminologie*, 1 (2020). https://rb.gy/alcet. Stamper, Kory. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. Fresh Air, NPR, April 19, 2017. Audio, 35:25. https://bit.ly/3oJGtJb.
SOCIAL NETWORKS	in text	(Chicago Manual of Style 2015) (@POTUS, March 25, 2023)
	in References	Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. Biden, Joe (@POTUS). 2023. "My economic plan is a blue-collar blueprint to rebuild America. It's for you." X, March, 25, 2023. https://x.com/POTUS/status/1650905178416070665?s=20.
PRINTED MEDIA	in text	(Pegoraro 2007, 2-3) (Baldýnský 2023, 50 %) If possible, specify the source of the information using one of the identifiers: page, paragraph, percentage, etc., indicating where the cited information is located in the source.
	in References	These are regular journalistic sources, not scholarly journals. Pegoraro, Rob. 2007. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic. Baldýnský, Tomáš. 2023. "146 dní a lidstvo se do AI zamilovalo. Nedovedu si představit, co bude za rok." *Lidové noviny*, 25. 4. 2023. MAFRA.

WEB	in text	(Google 2017)
		(University of Defence n.d.)
	in References	Google. 2017. "Ochrana soukromí a smluvní podmínky". 17. 4. 2017. https://www.google.com/policies/privacy/.
		Google. 2017. "Privacy Policy." April 17, 2017. https://www.google.com/policies/privacy/.
		University of Defence. n.d. "Essential facts of the University." Accessed February 17, 2023 https://ud.unob.cz/university/essential-facts-of-the-university/.
YOUTUBE	in text	(CrashCourse 2017, 8:03)
		(The Sun 2023, 0:46)
	in References	CrashCourse. "Sociology Research Methods: Crash Course Sociology #4." YouTube video, 10:10. April 3, 2017. https://www.youtube.com/watch?v=QwhK-iEyXYA.
		The Sun. "Ukrainian forces blow up fleeing Russian tank with guided missiles." YouTube video, 1:38. April 25, 2023. https://www.youtube.com/watch?v=7eqLhQAKDfA.

TABLE 2 – PLACEMENT AND SPECIFICITY OF IN-TEXT CITATIONS	
The citation is usually placed at **the end of the sentence before the period**.	This theoretical discussion allowed us to further develop our understanding of resilience in the military (Novotný 2021, 3-20).
The citation can also be **part of the sentence**.	Novotný (2021, 3-20) contributed valuable insights on this topic.
If **multiple authors** and works are cited within one paraphrase, they are separated by semicolons.	This theoretical discussion allowed us to further develop our understanding of resilience in the military (Novotný 2021; Smith 2018), as well as in the case of specifying the page range (Novotný 2021, 3-20; Smith 2018).
When citing **multiple works** by the same author, the dates are separated by a **comma**.	(Novotný 2020, 2021, 15-16)
If citing works by the same author published in the **same year**, label them with **a), b), c)**, etc., after the year.	(Novotný 2023a, 2023b, 124)
If the **date** of the citation is **unknown**, use **n.d.**"	(Novotný n.d., 52-62)

TABLE 3 – FORMAT OF CITATIONS IN THE REFERENCES	
Citations in the References section are arranged **alphabetically** by the author's last name or the institution/media title. Works by the same author or institution/media are arranged by the publication date.	Galeotti, Mark. 2018. "I'm Sorry for Creating the 'Gerasimov Doctrine'." *Foreign Policy,* March 5, 2018. Galeotti, Mark. 2019. "Active Measures: Russia's Covert Geopolitical Operations." *George C. Marshall European Center For Security Studies*, no. 31. Gärtner. Lars. 2020. "Maskirovka 2.0 – Nydaning & kontinutet i rysk krigforing." Diploma thesis, Swedish Defence University.
In **English titles**, all words are **capitalised** (except for prepositions like of, in, at, above, and under). In **other** languages, only the **first letter** of the sentence is capitalised.	Galeotti, Mark. 2019. "Active Measures: Russia's Covert Geopolitical Operations." *George C. Marshall European Center for Security Studies*, no. 31. Waisová, Šárka. 2004. "Od národní bezpečnosti k mezinárodní bezpečnosti: Kodaňská škola na křižovatce strukturálního realismu, anglické školy a sociálního konstruktivismu." *Mezinárodní vztahy*, 39 (3): 66–86.
An English-language text uses the **English date format** (year, month day) for all sources, regardless of their language, whether in English or another language."	Smith, John. 2017, April 7. *Theoretical Perspectives on Climate Change*. New York: Routledge. Novotný, Jan. 2018, April 8. *Teoretické přístupy ke změně klimatu*. Prague: XYZ Publishing.

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