References and citations in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal correspondence are not recommended as references, but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the journal and should include a substitution of the publication date with either ‘Unpublished results’ or ‘Personal communication’. Citation of a reference as ‘in press’ implies that the item has been accepted for publication.

References and citations can be written using Latin script only.

Reference style in text

If single author: Horvat (2003) or indirectly (Horvat, 2003).

If two authors: Horvat and Szabo (2010) or indirectly (Horvat and Szabo, 2010).

If multiple authors: Horvat et al. (2005) or indirectly (Horvat et al., 2005).

Where there are several authors (three and more), only the first author should be used, followed by ‘et al.’ meaning “and others”:

Horvat et al. (2005) found that the …

or indirectly:

The research (Horvat et al., 2005) focus was …

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, without space, after the year for each item:

Earlier research by Horvat (2003a) found that…but later research proposed again by Horvat (2003b) that …

If several works published in the same year are referred to the same topic, or an author has demonstrated the same finding in several publications, they can all be referred to by using lowercase letters:

Horvat (2003a, 2003b) has stated in more than one occasion that …

Groups of references should be listed chronologically:

…as demonstrated (Schmidt, 1996a, 1996b; Srečec et al., 2009; Cygan-Szczegielniak et al., 2015).

References to the work of an author that appears as a chapter or part of a larger work edited by someone else should be cited within text using the name of the contributory author and not the editor of the whole work. In the reference list at the end of your document, you should include details on both the chapter author and the editor of the entire work.
In the work on bee products, Schmidt and Buchmann (2003) state …

If the paper’s author is a recognized organization rather than a person or a team, then it is cited under the body that made the material. This applies to publications by associations, companies, government departments etc. such as Department of the Agriculture or Agency of Agriculture, etc.

It is acceptable to use standard abbreviations for these bodies in the text, providing that the full name is given at the first citing with the abbreviation in parenthesis:

… research in 2009 carried out by the Institute of Agriculture (IA) has shown that …

… recently the IA (2011) has issued annual report …

Secondary sources (second-hand references)

You may come across a summary of another author’s work in the source you are reading, which you would like to make a reference to in your own document. This is called secondary referencing.

Research carried out in the Lakes area by Horvat (1966 cited in Szabo, 1986, p.142) found that …

or indirectly:

… (Horvat, 1966 cited in Szabo, 1986, p.142) …

In this example, Horvat denotes the work to which you wish to refer to, but have not read it directly. Szabo is the secondary source, where you found the summary of Horvat’s work.

Websites

When citing material found on a website, you should identify the authorship of the website. This may be a corporate author, an organization or a company; a guide to this can be found by looking at the URL or web address. When finding the date of publication, reference to this might be found at the bottom of a web page relating to copyright, or at a date headline.

Reference list

Articles from journals

For journal articles the required elements for a reference are:

Author, Initials. (Year) Title of article. Full Title of Journal, Volume number (Issue/Part number), Page numbers. DOI (if available; you can find DOI numbers here http://www.crossref.org/guestquery/DOI numbers have to be hyperlinked)


Book reference
Author, Initials. (Year) Title of book. Edition (only include this if not the first edition). Place of publication (this must be a city, not a country): Publisher.
or

For multiple works of the same author the required elements for a reference are:
Author, Initials. (Year) Title of book. Place: Publisher.

Chapter in a book
Author, Initials. (Year) Title of chapter. In: Book editor(s) initials and surnames with ed. or eds. after the last name. (Year of book) Title of book. Place of publication: Publisher. Chapter number or first and last page numbers followed by a full-stop.

Conference paper
Authorship (Year) Full title of conference paper. In: followed by editor or name of organization, Full title of conference. Location, Date, Place of publication: Publisher.
Annual report
Corporate author (Year of publication) Full title of annual report, Place of Publication: Publisher.


Publications available from websites
Author or corporate author (Year) Title of document. [type of medium] Place: Producer/Publisher. Available at: include address/URL (Uniform Resource Locator) [Accessed date].


EU documents
The name of the institution that is the source of the document (e.g. Commission) Form (e.g. Directive or Decision) Legislation number/ Initials of Institution followed by the date it was passed if known, followed by the title.


The organization of Reference list
References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters ‘a’, ‘b’, ‘c’, etc., placed after the year of publication.

References should be written in 12 point Arial, single space with 17.5 mm line hanging and set paragraph space at 6 point before and after.