In-text citations

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 Unpublished results and personal correspondence are not recommended as references, but may be mentioned in the text. Citation of a reference as ‘in press’ implies that the item has been accepted for publication.

Citation 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).

When more than one paper published by the same author(s) in the same year is cited, and the authors appear in the same order, the different papers should be assigned successive letters of the alphabet (e.g. 1983 a, b) and arranged chronologically:

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

Groups of references should be listed chronologically:

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

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, 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) ...

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. 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.
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 spaced with 17.5 mm line hanging and set paragraph space at 6 point before and after.

**Journal article (with DOI)**

Author, Initials. (Year) Title of article. Full title of journal, Volume number (Issue number – if available), Page numbers. DOI.


DOI numbers have to be hyperlinked. Please use the long format of DOI notation, as it is shown.

**Journal article (without DOI)**

Author, Initials. (Year) Title of article. Full title of journal, Volume number (Issue number, if available), Page numbers.


**Journal article without DOI (available online)**

Author, Initials. (Year) Title of article. Full title of journal, Volume number (Issue number – if available), Page numbers. Available at: include website address/URL [Accessed Day Month Year].


**Other publications available online**

Author, Initials/Corporate author (Year) Title of document. Available at: include website address/URL (Uniform Resource Locator) [Accessed Day Month Year].


Conference papers

Author, Initials. (Year) Full title of conference paper. In: editor(s) surnames and initials – if available, ed. or eds. Full title of conference proceedings. Location, date, Publisher, page numbers.


Websites, homepages

Author, Initials/Corporate author (Year) Title of the site. Producer/Publisher. Available at: include website address/URL (Uniform Resource Locator) [Accessed Day Month Year].


Official methods and standards

Abbreviation of organization that made the method/standard or corporate author (Year) Title of the method or standard (Method or Standard No.– if available). Place: Organization/Publisher.


Software

Producer name (Year) The name of software (Release – if available). Place of producer: Producer name.


EU documents

The name of the institution that is the source of the document (e.g. Commission) followed by the date it was passed if known, followed by the title of document.


National legislation

The name of publisher (Year) Title of publication. Place of publication: Publisher (issue number or legislation number). Available at: website address/URL – if available [Accessed Day Month Year].


Annual report

Corporate author (Year of publication) Full title of annual report. Place of publication: Publisher.


Revised: January 21, 2022