Find it. Write it. Cite it.

Citation Guide for KAA Papers

based on the
Chicago Manual of Style (2024)

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Introduction

In academic writing, every idea in the text which is not your own must be documented appropriately. In other words, the arguments, opinions and the data taken from various sources (written/audio/online/multimedia) must be (1) indicated by a reference in the body text, and (2) listed in the section of works cited. By ignoring this rule, an author risks being accused of plagiarism.

There are various systems of documenting the sources. Academic papers published in the Czech language are based on ISO 690 ("Česká státní norma ISO 690"), usually; the style guides used internationally include, e.g., APA Style (Publication Manual of the American Psychological Association), MLA (Modern Language Association Handook), and CMS (The Chicago Manual of Style).

The present document is aimed to guide you through the basic rules of bibliographical records as defined in the Chicago Manual of Style (henceforward CMS). In case your thesis refers to a more specific type of document which is not discussed here, consult Style Q&A webpage (The Chicago Manual of Style 2024) or see the FAQs on KAA website

If you create only a hyperlink in the electronic version of your paper, it is not considered to be a complete citation.

A reference to a web page is necessary (here Author-Date style).

This is an example of citing a source in author-date style.

1 Author-Date vs. Notes and Bibliography

There are two varieties of CMS source citations. The **Notes and Bibliography** system cites the sources in numbered footnotes, and each note corresponds to an upper-case number in the text. In the **Author-Date** style, a source is cited inside the text, usually in round brackets, by indicating author's name, year of publication and pages where the source information can be found.

(1a) Notes and Bibliography

Marlowe says he worked for the District Attorney as an investigator in the past. General is then interested in the reason Marlowe doesn't work for them anymore. "I was fired. For insubordination. I test very high on insubordination, General."[15]

15. Raymond Chandler, *The Big Sleep* (New York: Vintage Books, 1992), 3.

(1b) Author-Date

The term slang describes a variety of language which includes informal vocabulary. Slang vocabulary is created by trends in society and it usually lasts for a limited amount of time (Katamba 2005, 169). Slang words usually have figurative meanings which are known only by a particular group of speakers of specific slang (Reves 1926, 216).

At KAA department,

- Notes and Bibliography (Section 3 below) are required in literary and cultural studies papers

Marlowe says he worked for the District Attorney as an investigator in the past. General is then interested in the reason Marlowe doesn't work for them anymore. "I was fired. For insubordination. I test very high on insubordination, General."[15]

15. Raymond Chandler, *The Big Sleep* (New York: Vintage Books, 1992), 3.

- Author-Date (Section 4) is required in linguistic and didactic papers

However, the term Cockney not only gives a name to "someone born within the sound of the bells of Bow Bells" (Wright 1981, 11), but also to the traditional London dialect called Cockney. It is spoken in the area described above and in Whitechapel, Islington, Wapping and other districts of London (Wright 1981, 11).

2 “Cite it.” Do you quote, or paraphrase?

In citations, the original ideas from the sources might be treated in several ways. Firstly, you quote word-by-word the phrases or whole sentences enclosing them into double quotation marks:

(2) Quoting in Notes and Bibliography

The North Americans perceive ethnicity “as a synonym for cultural minority with no salient physical group difference, where Italian or Polish Americans were defined as ‘ethnic groups’ while African Americans or Amerasians were denoted as ‘racial groups.’” Europeans, on the other hand, thanks to European historical development, tend to see ethnicity as a “substitute for nationhood which is articulated in terms of a presumed commonality in shared territory or descent.”[21]

21. Siniša Malešević, *Identity as Ideology: Understanding Ethnicity and Nationalism* (Palgrave Macmillan, 2006), 5.

In case you need to quote inside a quotation, use **single quotation marks**.

Unlike in the Czech style, periods and commas **precede** closing quotation marks.
cf. Czech „… jsou označováni za ‚rasové skupiny‘“.

Make sure you do not mix up English and Czech punctuation marks (text editors are prone to auto-correct some English punctuation and turn it into Czech symbols even if English spell check is activated). The English quotation marks are always **upper-case**, they have a "**69**" format, and if the font makes it possible, they should be **curly**, not straight.

(3) Quotation marks: examples of wrong format

Eriksen claims that approaches to ethnicity may differ depending on what „analytical purposes they should ´serve,'" but all of them "has something to do with the classification of people and group relationships."[28]

28. Thomas Hylland Eriksen, *Ethnicity and Nationalism: Anthropological Perspectives*, 3rd ed. (Pluto Press, 2010), 5.

Avoid Czech quotation marks.

Be consistent in using curly quotation marks.

Remember that the opening quote looks like number 6, whereas the closing quote like number 9.
66TEXT**99**

(4) Quoting in Author-Date

Clayton and Klevan (2012, 105) also claim that film reviews "strive to find expression for what is seen and heard, bringing a realm of sounds, images, actions and objects to meet a realm of words and concepts."

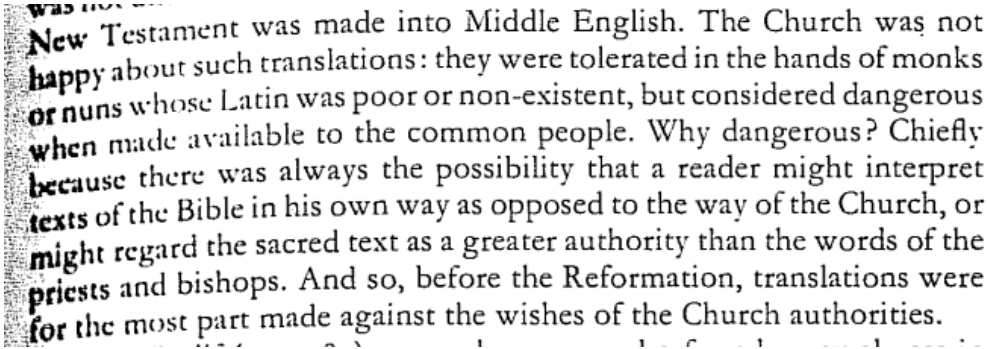
Secondly, if **more than 3 lines** of a source text are quoted, they are inserted into a new paragraph and the text block is indented on both sides (in other words, the margins become broader). The long quotation is **without** quotation marks. Do **not** change a font size.

(5) Long quotation in Author-Date

> Short quotations and translation equivalents must be made in double quotes. "If you need to include 'quotes within quotes,' please use single quotes. IF your quote is longer than three lines, use the style "LongQuote" like this, without any quotation marks:
>
> > Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur aliquam, arcu nec mattis rhoncus, lorem dolor laoreet eros, id mollis ipsum odio porta nibh. Etiam feugiat dui ut dui varius ac porttitor ipsum bibendum. Morbi eu diam sem. Nunc facilisis sollicitudin rhoncus. Quisque lorem elit, porttitor sit amet aliquam a, interdum sit amet erat. Nullam in neque eget metus pulvinar sollicitudin. Fusce imperdiet porta eros, in vestibulum nibh consectetur vitae. Aliquam blandit fermentum tellus. Curabitur sagittis sapien faucibus mi volutpat varius ac ac elit. Sed id venenatis metus. (Black 2011, 45)

Thirdly, you adopt the ideas from a source text using your own words—**paraphrasing**. Paraphrases are useful, for instance, if you need to summarize a content of a paragraph into one or two sentences. Remember that the source must be still indicated in a citation.

Example (6) shows how the following excerpt of Burgess' *English Literature* was paraphrased:



New Testament was made into Middle English. The Church was not happy about such translations: they were tolerated in the hands of monks or nuns whose Latin was poor or non-existent, but considered dangerous when made available to the common people. Why dangerous? Chiefly because there was always the possibility that a reader might interpret texts of the Bible in his own way as opposed to the way of the Church, or might regard the sacred text as a greater authority than the words of the priests and bishops. And so, before the Reformation, translations were for the most part made against the wishes of the Church authorities.

(6) Paraphrase in Notes and Bibliography

The Church found the availability of the Bible dangerous as it could possibly lead to a different interpretation of the Bible than the Church taught it.[17]

17. Anthony Burgess, *English Literature* (Longman, 1974), 41.

- Be careful not to confuse paraphrasing with your own interpretation of a text: using one's own words is just a step from turning them into one's own ideas with a different meaning. If you feel unsure about your paraphrase, quote the source instead and add your own explanation of the passage.

(ii) 'Semi-idiomatic' constructions which are variable but in a more limited way. The relation between the verb and particle is similar to that between a stem and an affix in word formation (*cf* App I.5), in that the substitution of one verb for another, or one particle for another, is constrained by limited productivity. In phrasal verbs like *find out* ['discover'], *cut up* ['cut into pieces'] and *slacken off* ['reduce pace/energy'] the verb word keeps its meaning, whereas the meaning of the particle is less easy to isolate. In contrast, it is the particle which establishes a family resemblance in the following groups:

(7) Paraphrase in Author-Date

Additionally, there are phrasal verbs, recognized by Quirk et al. (2000, 1162–63) to be semi-idiomatic. The semi-idiomatic status relates to constructions within which the verb mostly retains its original meaning while the particle's meaning is difficult to determine, as in cut up where the meaning is cut into pieces (Quirk et al. 2000, 1162).

Last, it might be the case that you need to refer to your **source as a whole**: for instance, in the Introduction part you present the overview of the sources discussing your topic or point to the key arguments proposed in some of these sources. Then, only the year of publication is indicated, and there is not any reference to a particular page.

(6) Reference to a source as a whole (Author-Date)

Contact-induced structural change has long been an area of heated debate in contact linguistics. It is traditionally assumed (e.g., Lass 1980) that language change is caused by internal evolution and thus rule-governed and regular. Systematic changes induced by language contact are unexpected because externally-motivated changes would be unpredictable (Poplack and Levey 2010). Even if one adopts the view that contact-induced change may affect the structural (e.g., morphological and syntactic) domains, whether such change comes about as an indirect consequence of lexical borrowing (King 2000; Sankoff 2002) or results from application of morphosyntactic rules (Thomason 2006) or mechanisms (e.g., Harris and Campbell 1995) remains unsettled.

3 Notes and Bibliography Citations

This section illustrates the notes and bibliography system. Each example shows (a) a full citation at a footnote and (b) its shortened form (used if a source is cited repeatedly), as well as (c) a bibliography entry that is located at the end of your paper.

3.1 Book

(7) Text

The readers of crime fiction are distracted by solving the puzzle from the real enjoyment of reading of the hunting game and chase, the manipulation and danger.[1]

A note number is an upper-case character and it is placed at the end of citation, following a punctutation mark.

(7a) Note

1. Philip L. Simpson, *Psycho Paths: Tracking the Serial Killer through Contemporary American Film and Fiction* (Southern Illinois University Press, 2000), 25.

Start with author's first name and surname.

Titles of books are formatted in *italics.*

A **publisher's name** and the **year** of publication are cited in brackets. (The **place** of publication is the **optional** entry which does not have to be included, especially if a publishing house has more offices.)

A **page number** is placed after a comma.

Subsequent citations of sources already given in full should be **shortened** whenever possible:

(7)

It is suggested that literary detection undoubtedly falls into the Mystery category, but many crime stories are not that straightforward to categorize.[14]

(7b) Shortened note

14. Simpson, *Psycho Paths*, 34.

Cite author's **surname** only.

Shorten the title if it contains **more than 4** words.

Cite a **page number**.

(7c) Bibliography entry

Simpson, Philip L. *Psycho Paths: Tracking the Serial Killer through Contemporary American Film and Fiction.* Southern Illinois University Press, 2000.

Author's first name and surname are **inverted**.

(8) Text. A book by several authors.

Female objectification includes "perceiving women as sexual object, focusing on attributes such as physical attractiveness, sex appeal and submissiveness while disregarding their personal abilities," hence holding them to be inferior to men.[2]

(8a) Note

2. Joseph A. Bellizzi, Hans Kruckeberg, J. R. Hamilton, and William S. Martin, *Women and Gender: a Feminist Psychology* (McGrawhill, 1992), 35–36.

if you cite two and more pages, their numbers are separated by the **en-dash** (Czech „pomlčka").
Do NOT use a hyphen („spojovnik") for pagination: *170-171.

(8b) Shortened note

19. Bellizzi et al., *Women and Gender*, 47.

Give the first author's name only in a shortened note and use the abbreviation **et al.** (Czech „a kol").

(8c) Bibliography entry

Bellizzi, Joseph A., Hans Kruckeberg, J. R. Hamilton, and William S. Martin. *Women and Gender: a Feminist Psychology.* McGrawhill, 1992.

- For works written or edited by **1 to 6** persons, all names and given. Note that **only the first name is inverted**; the others have a normal first name–surname order and all are separated by commas. The names are not listed alphabetically, but in the order published on a book cover. If the book has more than 6 authors, list the first 3 names followed by **et al** in the footnote.

3.2 Chapter or other Part of a Book

A typical example is a chapter by one ore more author(s) in a book compiled by the **editors**:

(9) Text

Boyd describes the grotesque as the juxtaposition of horrific events and their matter-of-factly narration, often provoking a humorous response. What grotesque provokes in the reader is basically the vacillation between laughter and horror.[3]

chapter title in **quotation marks**

A comma separating the title is **inside** quotation marks.

book title in *italics*, introduced by **in**

(9a) Note

3. Molly Boyd, "The Grotesque," in *The Companion to Southern Literature: Themes, Genres, Places, People, Movements, and Motifs*, ed. Joseph M. Flora, Lucinda Hardwick MacKethan, and Todd W. Taylor (Louisiana State University Press, 2001), 323.

editors' names in name–surname order, introduced by **ed.**

publisher's name and the **year** of publication cited in brackets

page number

(9) Text

Boyd adds that such representations distorted the natural to the point of comic absurdity, ridiculous ugliness, or ludicrous caricature.[4]

(9b) Shortened note

4. Boyd, “The Grotesque,” 324.

(9c) Bibliography entry

Boyd, Molly. “The Grotesque.” In *The Companion to Southern Literature: Themes, Genres, Places, People, Movements, and Motifs*, edited by Joseph M. Flora, Lucinda Hardwick MacKethan, and Todd W. Taylor, 321–324. Louisiana State University Press, 2001.

editors names in name–surname order, introduced by **edited by**

page range: this part of the entry is **optional** (especially for e-books)

If you cite a **poem** from a **collection**, you may identify the poem in the text by its title and refer to the collection as a whole in the notes:

(10) Text

At the beginning of their relationship Plath wrote “Ode for Ted”:

> From under crunch of my man’s boot
> green oat-sprouts jut;
> he names a lapwing, starts rabbits in a rout
> legging it most nimble
> to sprigged hedge of bramble,
> stalks red fox, shrewd stoat.[5]

(10a) Note

5. Sylvia Plath, *The Collected Poems: Sylvia Plath*, ed. Ted Hughes (Harper Perennial Modern Classics, 2008), 29.

(10b) Bibliography entry

Plath, Sylvia. *The Collected Poems: Sylvia Plath.* Edited by Ted Hughes. Harper Perennial Modern Classics, 2008.

Since this collection was edited by someone else than the author herself, editor’s name is cited, too.

A **poem** from an **anthology** can be cited as a chapter of a book:

(11) Text

> Sweetest love, I do not go
> For weariness of thee,
> Nor in hope the world can show
> A fitter love for me;[70]

(11a) Note

70. John Donne, "Song," in *The Norton Anthology of Poetry*, 5th ed., ed. Margaret Fergusson, Mary Jo Salter, and Jon Stallworthy (W. W. Norton & Company, 2005), 298.

(11b) Shortened note

71. Donne, "Song," 299.

When a book edition other than the first is cited, give its number that can be found on the title/copyright page. Use an **ordinal** number and the abbrevation **ed.**

(11c) Note

Donne, John. "Song." In *The Norton Anthology of Poetry*, 5th ed., edited by Margaret Fergusson, Mary Jo Salter, and Jon Stallworthy, 298–299. W. W. Norton & Company, 2005.

3.3 Journal Article

By a journal article we do not mean news or magazine article, but **an academic paper** published in **academic** (scientific) **journals** which are issued at stated intervals. Although these journals have their editors, their names are not given in the citation, and the details about a place and a publisher are omitted.

(12) Text

The two lovers cannot live together, as they are not willing to assimilate; same as the domesticated cat cannot become wild, the Navajo would have difficulties to assimilate to the white culture.[6]

(12a) Note

6. Šárka Bubíková, "Ethnicity and Social Critique in Tony Hilleman's Crime Fiction," *Prague Journal of English Studies* 5, no. 1 (April 2016): 154.

article title in **quotation marks**

journal title in *italics*

The first number (5) indicates the volume, the second (1) the issue; this entry means that a journal has been published for 5 years and in 2016 this was the issue no. 1.

The **date** (year, month, season) appears in parentheses after the volume/issue number.

Unlike in books, a page number is introduced by a colon.

(12b) Shortened note

9. Bubíková, “Ethnicity,” 156.

Notice that, unlike in an edited book, a formula “in” is missing.

(12c) Bibliography entry

Bubíková, Šárka. “Ethnicity and Social Critique in Tony Hilleman’s Crime Fiction.” *Prague Journal of English Studies* 5, no. 1 (April 2016): 141–158.

If a journal is accessible **online**, add a **URL**:

(12d)

Bubíková, Šárka. “Ethnicity and Social Critique in Tony Hilleman’s Crime Fiction.” *Prague Journal of English Studies* 5, no. 1 (April 2016): 141–158. <http://dspace.upce.cz/handle/10195/66737>.

Insert the URL in **chevrons** (angle brackets) **<>** before the final comma. This will create a hyperlink to the respective webpage.

3.4 Theses and Dissertations

Another type of academic writing that might be cited in your paper is a graduate paper, i.e., an **unpublished thesis** (BA, MA) or a **dissertation** (PhD) accessible via university e-sources or at libraries (if such a paper was published, cite it as a book).

(13a) Note

10. Michal Kleprlík, "The Labyrinth of Modernity according to James Joyce" (PhD diss., Palacký University in Olomouc, 2015), 70.

(13b) Shortened note

Kleprlík, "The Labyrinth of Modernity," 100.

(13c) Bibliography entry

Kleprlík, Michal. "The Labyrinth of Modernity according to James Joyce." Unpublished PhD diss., Palacký University in Olomouc, 2015.

3.5 News and Magazine Articles

The rules for citing magazine and news article are probably the least strict and most varied in CMS. Consider the **printed** newspaper/magazine first. If author's name is known, you can cite the article similarly to a journal article:

(14) Text

Donald Trump's cabinet nominees rejected Obama's policies.[7]

(14a) Note

7. Michael D. Shear, "Trump Arrives, Set to Assumer Power," *The New York Times*, January 20, 2017, 1.

Page numbers, if any, can be cited in the note but are **omitted** from bibliography.

(14b) Shortened note

8. Shear, "Trump Arrives," 1.

(14c) Bibliography entry

Shear, Michael D. "Trump Arrives, Set to Assumer Power," *The New York Times*, January 20, 2017.

Newspapers can be cited in parenthetical references ONLY. Consequently, the bibliography **need not list newspaper items** if these have been documented in the text:

(14) Citing in text rather than in bibliography

As it was stated in articles discussing the early Cabinet hearings, Donald Trump's cabinet nominees rejected Obama's policies (*The New York Times*, January 20, 2017).

Secondly, if an article was published **online**, include a URL (Uniform Resource Locator that identifies a web page on the internet) into a bibliography entry.

(15) Text

President-elect Trump's nominees have made it clear that they intent to sweep away Obama's domestic policy.[8]

(15c) Bibliography entry

Shear, Michael D. "Trump Nominees Make Clear Plans to Sweep Away Obama's Polices." *The New York Times*, January 19, 2017. <https://www.nytimes.com/2017/01/19/us/politics/trump-cabinet-hearings-obama-policies.html?mcubz=1>.

Insert the URL in **chevrons** (angle brackets) **<>** before the final comma.

3.6 Website Content

It is often sufficient simply **to describe web pages** and other website content in the text:

(16) Text

As of April 17, 2024, Google's Privacy and Policy page informed the users that Google automatically collects and stores certain information in server logs.

If a more formal citation is needed, it may be styled like the following examples:

(16a) Note

10. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2024, <https://www.google.com/policies/privacy/>.

(16b) Shortened note

11. Google, "Privacy Policy."

(18c) Bibliography entry



(17) Text

University of Pardubice offers a two-year Master's programme of English philology for self-payers.[12]

(17a) Note

12. "English Philology," University of Pardubice, accessed August 10, 2025, <https://www.upce.cz/en/study/degrees-student.html>.

(17b) Shortened note

13. "English Philology."

If the date of publication/last update is missing, give the date when you **accessed** the page.

(17c) Bibliography entry

University of Pardubice. "English Philology." Accessed August 10, 2025. <https://www.upce.cz/en/study/degrees-student.html>.

3.7 Podcasts and Online Videos

(18a) Text

One of the Cimrman's stage commandments says, "Remember that in most cases your stage name is different from your actual name."[14]

(18a) Note

14. Cimrman English Theatre, "Cimrman, Smoljak, Svěrák: Záskok (The Stand-In) trailer by Jan Svěrák," posted February 24, 2017, YouTube, 0:40–0:59. <https://www.youtube.com/watch?v=23AGwKb9huU>.

Cite when the source was **posted** or **accessed**.

For online media, include the **source** and **time span/range**.

(18b) Shortened note

15. Cimrman English Theatre, "The Stand-In."

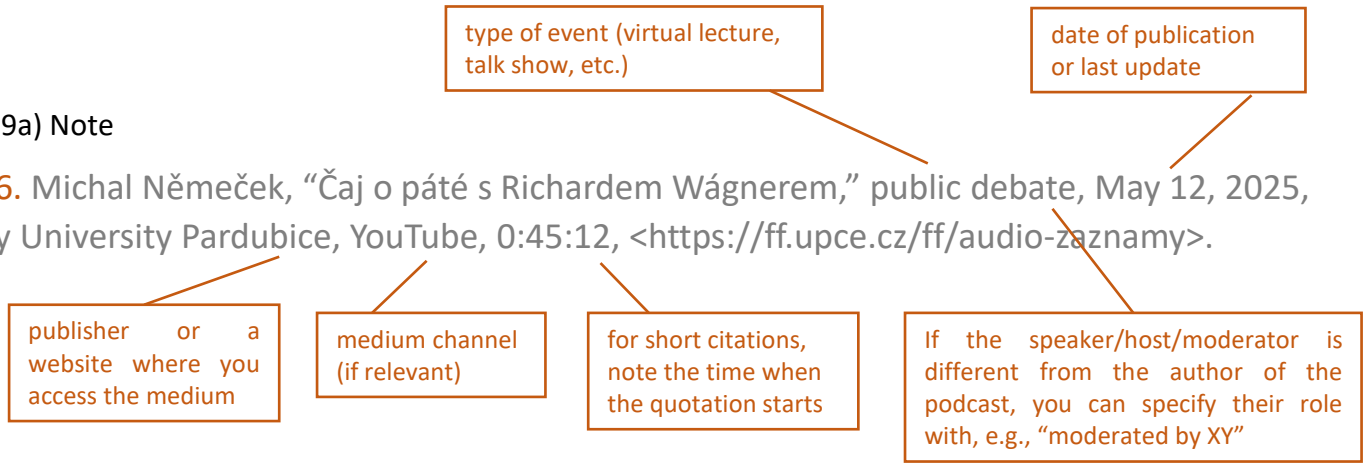
(18c) Bibliography entry

Cimrman English Theatre. "Cimrman, Smoljak, Svěrák: Záskok (The Stand-In) trailer by Jan Svěrák." Posted February 24, 2017. YouTube, 1:51. <https://www.youtube.com/watch?v=23AGwKb9huU>.

length

(19a) Text

Wágner notes that dubbing is not the competitive environment.[16]



(19b) Shortened note

17. Němeček, “Čaj o páté.”

(19c) Bibliography entry

Němeček, Michal. “Čaj o páté s Richardem Wágnerem.” Public debate, May 12, 2025. YouTube, 1:47:07. <https://ff.upce.cz/ff/audio-zaznamy>.

3.8 E-books

The majority of electronically published books offered for download from a library or bookseller will have **a printed counterpart**. Because of the **potential for differences**, however, it is necessary to indicate that you have consulted a format other than print.

(20) Text

"Call me Ishmael."[40]

If an e-book does not carry stable page numbers, indicate a chapter or a section that you cite.

(20a) Note

40. Herman Melville, *Moby-Dick; or, The Whale* (Harper & Brothers, 1851), 1, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

(20b) Shortened note

62. Melville, *Moby-Dick*, 363.

The e-book is based on this edition.

(20c) Bibliography entry

Melville, Herman. *Moby-Dick; or, The Whale*. Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

3.9 Reprinted and Reissued Works

The same work can be **reissued** by the original published in a different format, e.g., as a paperback, or published by another company. If the original publication details are relevant for your entry, include them:

(21) Text

"My mistress had a daughter of nine years old . . . "[42]

(21a) Note

42. Jonathan Swift, *Gulliver's Travels*, unabridged republication (Cornwell Press, 1913; Prestwick House, 2005), 79.

Cite both original and new publication data and separate them with a semi-colon.

(21b) Shortened note

63. Swift, *Gulliver's Travels*, 100.

(21c) Bibliography entry

Swift, Jonathan. *Gulliver's Travels*. Cornwell Press, 1913. Republished with slight emendations. Prestwick House, 2005. Page references are to the 2005 edition.

In bilbiography, you may specify which edition you used for citation.

3.10 Translations

A **translated work** with known authorship is normally listed with the **author's name** appearing first and the name of the translator(s) appearing after the title:

(22) Text

Hamlete, odlož tuhle černotu

a pohleď na svět jako přítel Dánska.

Copak chceš pořád koukat do země

a hledat v ní hrob svého tatínka?[52]

In Shakespeare, variations can occur in wording and line numbering. Therefore, you should specify the edition (here, 4th ed.) and cite the act (1), scene (2), and lines (68–71).

(22a) Note

52. William Shakespeare, *Hamlet, Princ dánský*, trans. Jiří Josek, 4th ed. (Romeo, 2016), 1.2.68–71. References are to act, scene, and line.

(22b) Shortened note

84. Shakespeare, *Hamlet*, 1.5. 9–23.

(22c) Bibliography entry

Shakespeare, William. *Hamlet, Princ dánský.* Translated by Jiří Josek. 4th ed. Torst, 2003.

3.11 Audio-Visual Material: Films and Series

As this kind of media includes variable sources, CMS suggests including the facts that are relevant to identify the item cited, for example:

(23a) Note

46. *Dune: Part Two*, directed by Denis Villeneuve (2024; Warner Bros. Pictures), 1:16:24.

to locate a passage clearly, you can include a **time stamp** or range

(23b) Shortened note

48. *Dune: Part Two*, 1:20:36–1:21:05.

the director (dir.) stands for the author

studio / distribution company

release year

(23c) Bibliography entry Villeneuve, Denis, dir. *Duna: Part Two*. Warner Bros. Pictures, 2024. 165 min. <https://www.hbomax.com/cz/cs/show/57660b161>.

length (optional; it may identify, e.g., director's cut, extended versions, etc.)

reference to a type of medium (DVD), streaming service or the URL for access

When citing media from streaming services, specify the date when a film or an episode was made accessible and identify the streaming service in the URL.

As regards the authors, it is not strictly defined whether to indicate writers, or rather a director of an episode; therefore, present the details which are available to you.

(24a) Note

38. *Lucifer*, season 2, episode 9, "Homewrecker," written by Mike Costa, Jenn Kao, and Neil Gaiman, aired September 19, 2016, on Netflix, 32:18–32:51.

(24b) Shortened note

39. *Lucifer*, "Homewrecker," 19:13.

(24c) Bibliography entry

Costa Mike, Jenn Kao, and Neil Gaiman, writers. *Lucifer*. Season 2, episode 9, "Homewrecker." Aired September 19, 2016. <https://www.netflix.com/cz-en/title/80057918>.

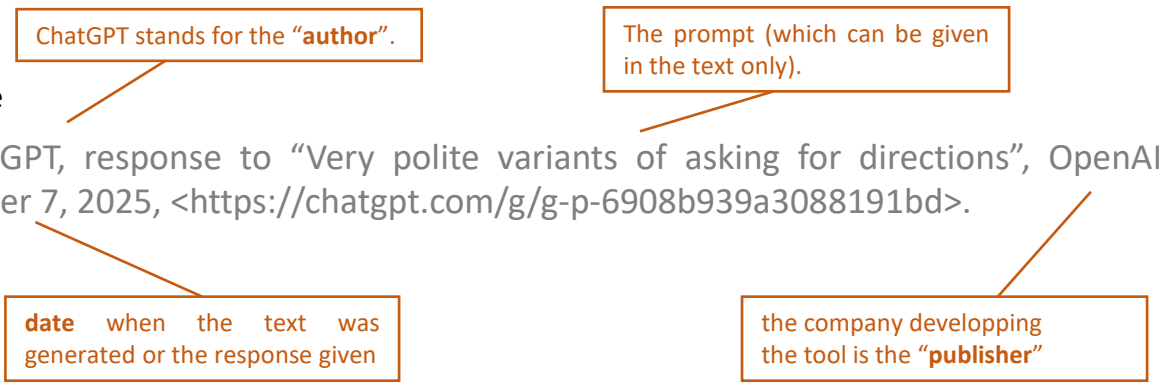
3.12 AI Generated Content

(25) Text

In very polite translation equivalents of the Czech requests asking for directions, ChatGPT uses repeatedly English politeness formulae “excuse me” and “I’m sorry”.[36]

(25a) Note

36. ChatGPT, response to “Very polite variants of asking for directions”, OpenAI, September 7, 2025, <https://chatgpt.com/g/g-p-6908b939a3088191bd>.



CMS does not recommend including the individual prompts in the Bibliography, namely because AI assigns unique URLs to conversations generated from your prompts which are not available to other users. In other words, you **must credit** AI when you reproduce its content within your own work, but that information should be put in the text or in a note.

Remember declaring the use of AI in your papers, thesis and other work in accordance with **UPCE Directive**.

4 Author-Date Style

This section illustrates the Author-Date system of CMS citations. Each example of (a) an in-text citation is accompanied by an example of (b) a works cited entry that is located at the end of your paper.

4.1 Book

(26a) In-text

Costermongers were those who started spreading rhyming slang as one of the first users, but sporting journals and music hall songs introduced rhyming slang to a much wider public (Wright 1981, 95).

In-text citation must include **author's surname** + **year** of publication, and a **page number** you refer to separated by a comma

(26b) Works cited

Wright, Peter. 1981. *Cockney Dialect and Slang*. London: Batsford.

Author's name and surname are **inverted**.

Titles of books are formatted in *italics.*

You indicate a **place** of publication and, after a colon, a **publisher**.
The **place** of publication is the **optional** entry (especially if a publishing house has more offices).

(27a) In-text

These are called ephemeral rhymes, meaning they last only for a short time – only for the period a well-known person is considered to be important, for example *Al Pacino* means *cappuccino* (Katamba 2005, 170–171).

if you cite two and more pages, their numbers are separated by the **en-dash** (Czech „pomlčka“).
Do NOT use a hyphen („spojovnik“) for pagination: *170-171.

The citation/paraphrase given in a single sentence of your text is enclosed in this sentence, i.e., the brackets are placed **before** a period.

(27b) Works cited

Katamba, Francis. 2005. *English Words: Structure, History, Usage.* 2nd ed. London: Routledge.

When an edition other than the first is cited, its number (in the form **ordinal** number + **ed.**) follows the title.

4.1.1 Book with more Authors

(28a) In-text

The infinitive functioning as subject is found in nominal clauses. Subject *to*-infinitive clauses are rare in all registers, but if found they are used more likely in academic prose than in casual conversation. (Biber et al. 1999, 727)

If a book has **more than 2 authors**, only the first one is indicated for the in-text citation and the rest is abbreviated by **et al**. (Czech „a kol.“).

(28b) Works cited

Biber, Douglas, Stig Johansson, Geoffrey Leech, Susan Conrad, and Edward Finegan. 1999. *Longman Grammar of Spoken and Written English.* Harlow: Pearson Education Ltd.

- For works written or edited by **2 to 6** persons, all names are usually given. Note that **only the first name is inverted**; other names have a normal first name–surname order and are separated by commas. The names are not listed alphabetically, but in the order published on the title page.

4.1.2 Book: Placing the Citations

Where the author's name appears in the text, it need not be repeated in the parenthetical citation. This is very frequent with the paraphases of the type "Black (2000) observes/indicates/suggests/remarks," etc.

(29a) In-text

Dušková et al. (1994, 204) reveal that it is often very difficult to decide if a given combination should be classified as a phrasal verb or as a free association of a verb and an adverbial particle. Biber et al., for example, mention *come back*, as in *I left my keys in the office so I had to come back*, as a representative of a free association of a verb and an adverbial particle (1999, 403).

Year and pagination are cited in brackets, either immediately after author's name, or at the end of a citation.

For the citation of the source as a whole, indicate the year of publication only:

(29a) In-text

Fiorina et al. (2005) and Fischer and Hout (2006) reach more or less the same conclusions. In contrast, Abramowitz and Saunders (2005) suggest that the mass public is deeply divided between red states and blue states and between churchgoers and secular voters.

The paraphrase which refers to a longer passage from the source text (summarizing, for instance, the content of a subchapter) is placed after a period.

(30a) In-text

Since relatively few categorial losses or inventions have occurred in the last two centuries, syntactic change has more often been statistical in nature, with a given construction occurring throughout the period end either becoming more or less common generally or in particular registers. The overall, rather elusive effect can seem a matter of stylistic than of syntactic change, so it is useful to be able to track frequencies of occurrence from EModE through to the present day. (Denison 1993, 91–93)

(30b) Works cited

Denison, David. 1993. *English Historical Syntax. Verbal Constructions*. London/New York: Longman.

4.2 Chapter of an Edited Book

Some books are published as a collection of papers by various authors. A book of this type is compiled by one or more **editors** whose names must be indicated in Works Cited.

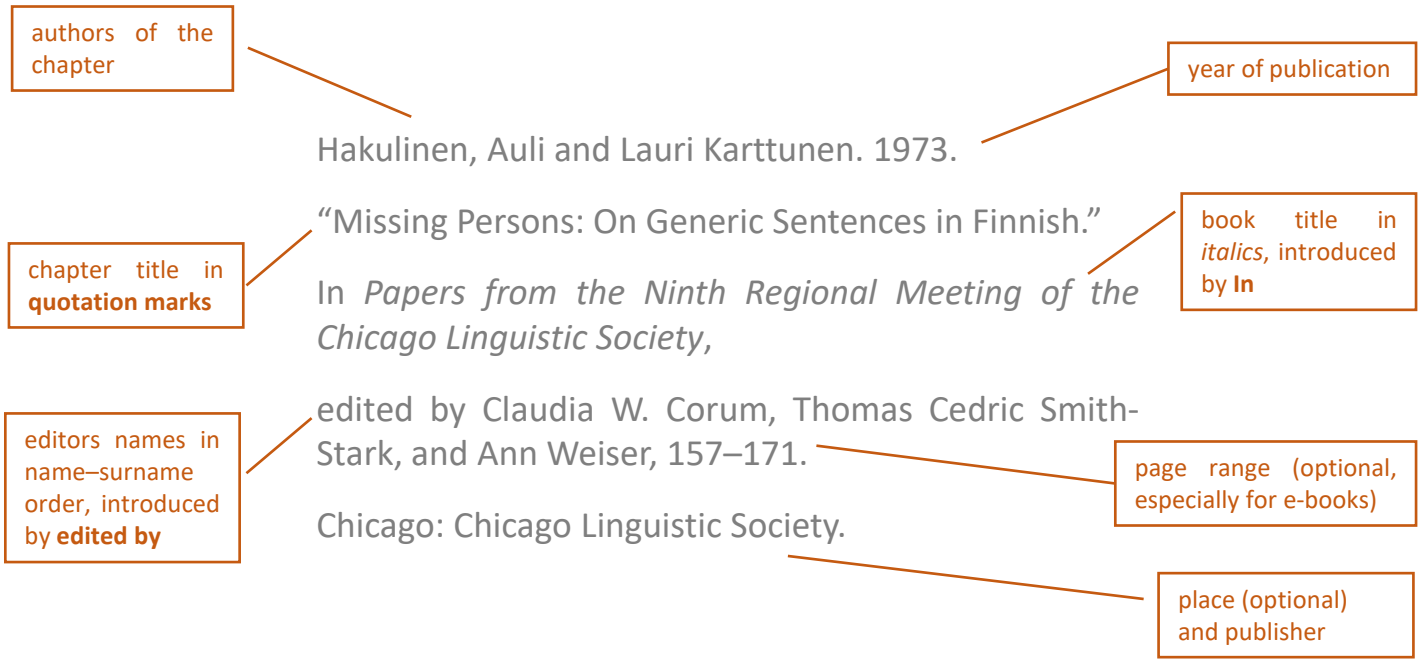
(31a) In-text

There are other tests which can be employed to establish whether an understood, but covert subject is actually syntactically represented. Such tests have been applied to the Finnish inclusive generic pronoun, and have showed consistently that there is a syntactically represented subject (Hakulinen and Karttunen 1973).

In-text citation is the same as for a book by one author: give the names of the **authors** of a chapter you cite.

See the following page for the Works Cited structure.

(31b) Works cited



4.3 Journal Article

By a journal article we do not mean news or magazine article, but **an academic paper** published in **academic** (scientific) **journals** which are issued at stated intervals. Alhough these journals have their editors, their names are not given in the citation as well as the details about a place and a publisher.

(32a) In-text

In the adversarial context, where self-promotion and contestation of opposing viewpoints play a greater role, *I*-oriented say forms are more frequent than *you*-oriented items (Szczyrbak 2016, 150).

(32b) Works cited

Szczyrbak, Magdalena. 2016. "Say and Stancetaking in Courtroom Talk: A Corpus-assisted Study." *Corpora* 11 (2): 143–168.

article title in **quotation marks**

journal title in *italics*

The first number (11) indicates a volume, the second (2) the issue; this entry means that a journal has been published for 11 years and in 2016 this was the issue no. 2.

page range introduced by a colon

4.4 Theses and Dissertations

The last text type of academic writing that might be cited in your paper is a graduate paper, i.e., an **unpublished thesis** (BA, MA) or a **dissertation** (PhD) accessible via university e-sources or at libraries (if such a paper was published, cite it as a book).

(33b) Works cited

Huschová, Petra. 2008. "Epistemic and Root Possibility Meanings of *Can* and *May* in Written English." Unpublished PhD diss., Charles University, Prague.

Nováková, Eva. 2012. "English Nominal Tendencies and their Czech Counterparts in Selected Functional Styles." Unpublished MA thesis, Palacký University, Olomouc.

4.5 News and Magazine Articles

The rules for citing magazine and news article are probably the least strict and most varied in CMS. Consider the **printed** newspaper/magazine first. If author's name is known, you can cite the article similarly to a journal article:

Page numbers, if any, can be cited in the text but are **omitted** from a reference list entry.

(34a) In-text

Donald Trump's cabinet nominees rejected Obama's policies (Shear 2017, 43).

(34b) Works cited

Shear, Michael D. 2017. "Trump Arrives, Set to Assumer Power," *The New York Times*, January 20.

if possible the source is cited also by **month and day**; in such case, you don't need to repeat the year

For unsigned articles, the **name of the newspaper** can stand in place of the author:

(35a) In-text

Donald Trump's cabinet nominees rejected Obama's policies (*The New York Times* 2017, January 22).

(35b) Works cited

New York Times. 2017. "Obama's Policies Rejected." January 22, 2017.

Newspapers can be cited in parenthetical references ONLY. Consequently, the bibliography **need not list newspaper items** if these have been documented in the text:

(36) Citing in text rather than in bibliography

As it was stated in the article discussing the early Cabinet hearings, Donald Trump's cabinet nominees rejected Obama's policies (*The New York Times*, January 20, 2017).

Secondly, if an article was published **online**, include a URL (Uniform Resource Locator that identifies a web page on the internet) into a bibliography entry.

(37a) In-text

President-elect Trump's nominees have made it clear that they intent to sweep away Obama's domestic policy (Shaer 2017).

(37b) Bibliography entry

Shear, Michael D. 2017. "Trump Nominees Make Clear Plans to Sweep Away Obama's Polices." *The New York Times*, January 19. <https://www.nytimes.com/2017/01/19/us/politics/trump-cabinet-hearings-obama-policies.html?mcubz=1>.

Insert the URL in **chevrons** (angle brackets) **<>** before the final comma. This will create a hyperlink to the respective webpage.

4.6 Website Content

It is often sufficient simply **to describe web pages** and other website content in the text ("As of May 1, 2017, Google's Privacy and Terms page listed . . ."). If a more formal citation is needed, it may be styled like the examples below.

The works cited entry should contain as much of the following as can be determined: the title/description of the page, the author of the content (if any), the owner of the site (e.g., YouTube), and a URL. Also include a **date** of publication, revision or modification; if no such date can be determined, include an access date.

(38a) In-text

Google informs the users that certain information is automatically stored in server logs (Google 2025).

(38b) Works cited

website

title and description of the **page**, if given

Google. 2025. "Privacy Policy." Privacy & Terms. Last modified October 17, 2025. <https://www.google.com/policies/privacy/>.

Most pages include the **date of publishing** and/or **modifying** their content. This should be given in Works Cited.

(39a) In-text

University of Pardubice offers a variety of exchange study programmes for incoming students (University of Pardubice 2025)

If the date of publishing/modification is missing, indicate the date when you **accessed** the page.

(39b) Works cited

University of Pardubice. 2025. "Erasmus+ Mobility." Accessed December 10, 2025. <https://ff.upce.cz/en/ff/exchangeerasmus-mobility>.

Citations of content shared through social media can usually be **limited to the text** and no reference list entry is needed, as in the example below.

Identify author's name using the at-sign **@** and cite the date when a post was published

(40) In-text

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

If reference list entry is needed for more formal citations, quote the author, the website, and the date of publishing. The title is expressed with a quote of up to the first 280 characters of the post:

(41b) Works cited

Radio Prague. 2026. "100 years ago the Liberated Theatre (Osvobozené divadlo) was founded in Prague." Facebook, February 8, 2026. <https://www.facebook.com/radioprague/?locale=cs_CZ>.

4.7 Podcasts and Online Videos

(42a) Text

One of the Cimrman's stage commandments says, "remember that in most cases your stage name is different from your actual name" (Cimrman English Theatre 2017).

(42b) Works cited

Cimrman English Theatre. 2017. "Cimrman, Smoljak, Svěrák: Záskok (The Stand-In) trailer by Jan Svěrák." YouTube, 1:51. Posted February 24, 2017. <https://www.youtube.com/watch?v=23AGwKb9huU>.

For online multimedia, include the **source** and **length**.

Cite when the source was **posted** or **accessed**.

(43a) Text

Hilský (2025) clarifies that nobody wanted the English king executed.

speaker/host/lecturer

type of event (virtual lecture, talk show, etc.) and the date of event (if available)

(43a) Works Cited

Hilský, Martin. 2025. “W. Shakespeare / J. Milton: anglická revoluce.” Lecture, October 16, 2025. Posted January 9, 2026, by Městská knihovna v Praze. YouTube, 1:44:00. <https://youtu.be/kBJwGb9LGo4>.

If the speaker/host/moderator is different from the author of the podcast, you can specify their role with, e.g., “Moderated by XY.”

publisher or a website where you access the medium

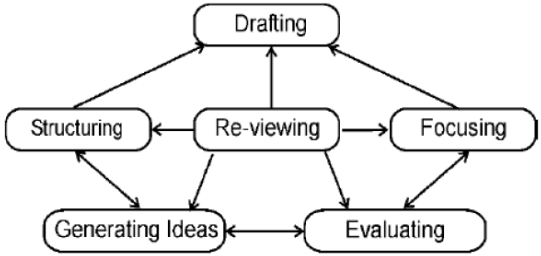
4.8 Illustrations from Works Cited

Remember that illustrations (images, charts, tables etc.) adopted from the sources must be documented adequately, too. All graphics in your paper should be **numbered** and given a **title** so that you could refer to them unambiguously.

(44a) In-text

In the case of student writing, the whole process of writing is very complex, takes quite a long time and includes several stages. It is possible to describe this process with the help of White and Arndt's model, which characterizes writing as an interrelated set of recursive stages (see Figure 1):

Indicate a **type** of graphic and **number** it, using **bold** characters.



Use a standard author-date reference and, if possible, include **a figure number** from the source:

Figure 1. White and Arndt's model of writing (Harmer 2001, 258, figure 5).

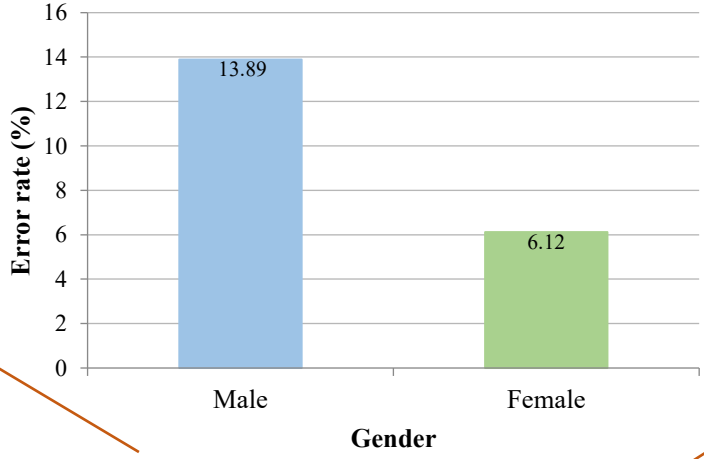
(44b) Works cited

Harmer, Jeremy. 2001. *The Practice of English language Teaching*. 4th ed. London: Longman.

4.9 Your Own Illustrations

All graphics (images, charts, tables, etc.) which you create to summarize your data must be **named** and **numbered**. The norm distinguishes between images and charts in contrast to tables (see below).

(45) Drafting a chart



The number and title are situated **below** the chart.

Both number and title end with a **period**. The title is formatted as a sentence, i.e., the functional words don't have to be capitalized as headlines.

Chart 4. Glottal stop deletion by gender.

Titles should be as succinct as possible and should not suggest any interpretation of the data; avoid the titles as "High degree of glottal stop deletion by males".

The table is a complex list presented as an array of vertical columns and horizontal rows. In contrast to charts and images, table numbers and titles are situated **above** the table:

(46) Drafting a table

Table 10. Labor Force Survey.

Variable	Mean	Standard deviation
Cohort dummy		
1946	.128	.33
1947	.140	.35
1948	.145	.35
1949	.148	.35
1950	.145	.35
1951	.145	.35
1952	.148	.35
Education dummy		
Less than *baccalauréat*	.718	.45
Baccalauréat only	.096	.29
University diploma (*bac* + 2)	.074	.26
University degree	.111	.31
Years of higher education	1.440	2.47
Wage (log)	9.170	.49
Middle-class family background	.246	.43
N	26,371	26,371

Make sure the punctuation is correct: English uses **decimal points** (2.34 = "two point three four"), and a **comma** to separate groups of **thousands** (2,300 = "two thousand three hundred").

4.10 Quoting a Quotation, aka Original Source Unavailable

Although this practice should be avoided, it might be unnecessary for various reasons. If you cannot access the original source, CMS recommends to "mention **the original author** and **date** in the text, and **cite the secondary source in the reference list entry**. The text citation would include the words 'quoted in.'" (CMS 2010)

(47a) In-text

As it is suggested in Brown (2002; quoted in Černá 2015), negative attitudes to the L2 and its speakers is not developped in the early years of L2 acquisition . . .

(47b) Works cited

Černá, Monika. 2015. "Pre-primary English Language Learning and Teacher Education in the Czech Republic." In *Early Years Second Language Education: International Perspectives on Theories and Practice*, edited by Sandie Mourão and Mónica Lourenço. Abingdon/New York: Routledge.

4.11 AI Generated Content

(48) In-text

In very polite translation equivalents of the Czech requests asking for directions, ChatGPT uses repeatedly English politeness formulae “excuse me” and “I’m sorry” (ChatGPT, September 7, 2025).

date when the text was generated or the response given

ChatGPT stands for the “**author**”.

CMS does not recommend including the individual prompts in the Works Cited, namely because AI assigns unique URLs to conversations generated from your prompts which are not available to other users. In other words, you **must credit** AI when you reproduce its content within your own work, but that information should be put in the text or in a note. Individual prompts can be further desribed: “Very polite variants of asking for directions.”

Remember declaring the use of AI in your papers, thesis and other work in accordance with **UPCE Directive**.

5 List of Works Cited

All sources you refer to in your paper (whether or not you quote them directly) are included in an obligatory section located at the end of your paper which is usually titled “Bibliography”, “Works Cited” or “Reference List”. As you may have noticed in the previous chapters, formatting of this section is different for Notes and Bibliography and Author-Date styles. Both systems are, however, based on **alphabetical ordering** and **chronology**.

- Do NOT forget listing an entry for every source that was cited, and vice versa, do NOT include any sources without a reference in the text itself. This section does not serve as a space for further reading suggestions.

The most crucial difference between the two systems is placing the date (year) in an entry. Generally, for Notes and Bibliography the year is **at the end** of the entry, separated by a comma from the name of a publisher. As for Author-Date, the year **follows author’s name** immediately (that’s why this is named “author-date”).

For titles of your sources use the **headline style**. Simply speaking, this means that **capital letters** are used for the **lexical** words and small letters for the **function** words (articles, prepositions, and conjunctions).

5.1 List of Works Cited: Notes and Bibliography

(47) Structure of a bibliography entry in **Notes and Bibliography**

The list is structured alphabetically, according to author's surname.

Two works of the same author published in the same year are listed alphabetically (*Big Sleep*, *Long Goodbye*).

Browne, Ray B. *Murder on the Reservation: American Indian Crime Fiction*. Madison: The University of Wisconsin Press, 2004.

Chandler, Raymond. *The Big Sleep*. New York: Vintage Books, 1992.

Chandler, Raymond. *The Long Goodbye*. New York: Vintage Books, 1992.

Chandler, Raymond. *The Simple Art of Murder*. New York: Vintage Books, 2002.

Fenton, Steve. *Ethnicity, Key Concepts*. Malden: Blackwell, 2003.

More works of the same author are listed chronologically, starting with the least recent.

5.2 List of Works Cited: Author-Date

(48) Structure of a reference list in **Author-Date** style

The list is structured alphabetically, according to author's surname.

More works of the same author are listed chronologically, starting with the least recent.

Black, John. 2010. *A Book on Quotations in Academic Papers*. London: Fictional Publishing House.

Black, John. 2011a. *A Book on Quotations in Academic Papers*. London: Fictional Publishing House.

Black, John. 2011b. *Another Book on Quotations in Academic Papers*. London: Fictional Publishing House.

Red, Norbert. 1991. "The Syntax of Citations." PhD diss., Tilburg University.

Two works of the same author published in the same year are indexed with a, b, etc.

Works Cited

The Chicago Manual of Style. 2010. 16th edition. Chicago: The University of Chicago.

The Chicago Manual of Style Online. 2024. Accessed August 30, 2024. http://www.chicagomanualofstyle.org/home.html.