



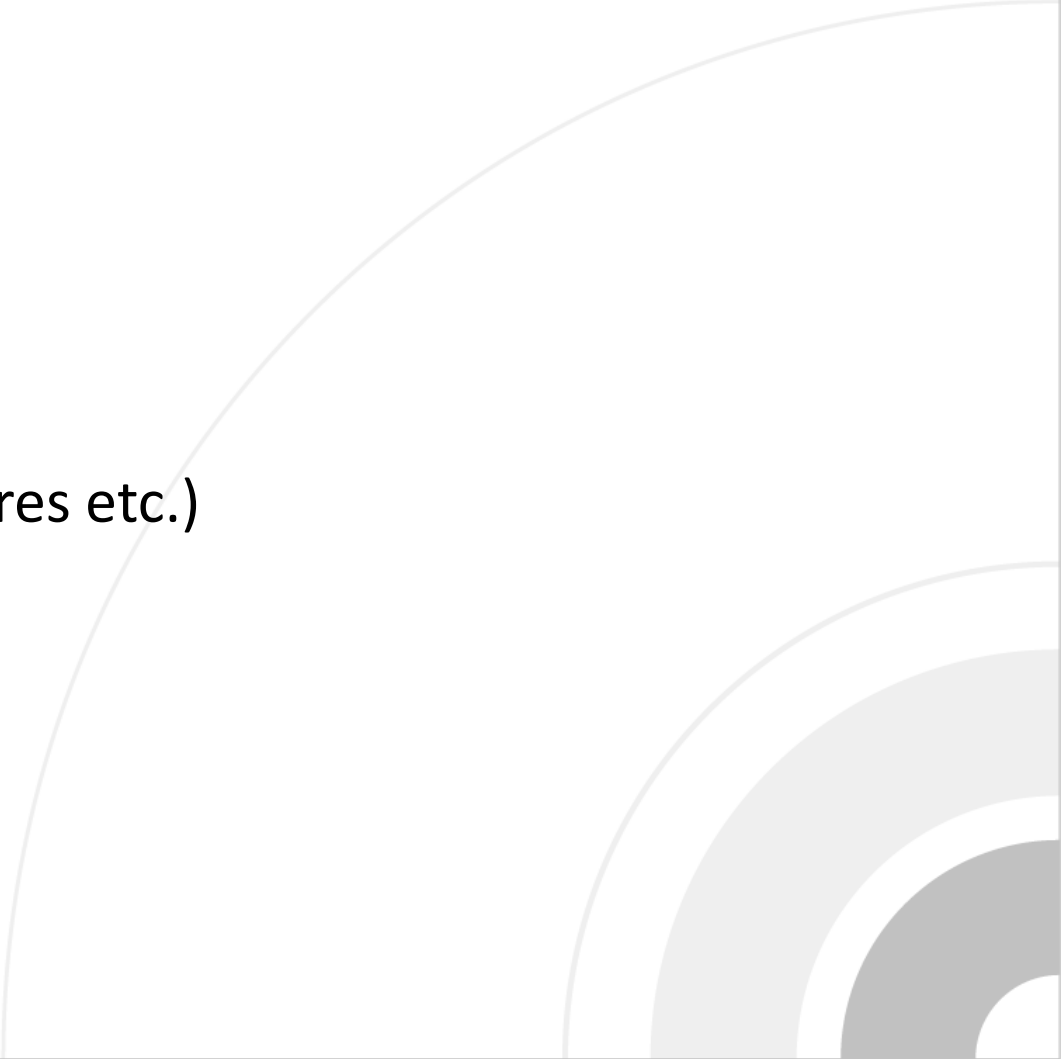
# Citation seminar for ISM and EDA students

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# The first part

- Writing with integrity
  - When to cite
  - In-text citations
    - Quotations
    - Paraphrase
    - Objects (tables, pictures etc.)
- 

# Writing with integrity

- Writing in a way that clearly, consistently, and honestly distinguishes between your own writing and the original source.
- Rephrasing ideas in the author's own words and understanding, while also crediting the original source.
- Present truthful and verified information with reference to relevant and credible sources.
- Avoid misinterpretation of the information taken over, respect the context in which the information was presented in the original source.

# Why is citing important?

- Proves that substantial research has been done to support our analysis.
- Gives credit to other people's work.
- Adds credibility.
- The works you cite may provide key background information, support or dispute your thesis, or offer critical definitions and data.
- Avoids charges of plagiarism.

# Plagiarsm

Plagiarism is **the act of presenting the words, ideas, or images (including tables, data and so on) of another person as you own. Whether deliberate or unintentional**, plagiarism violates ethical and code standards.

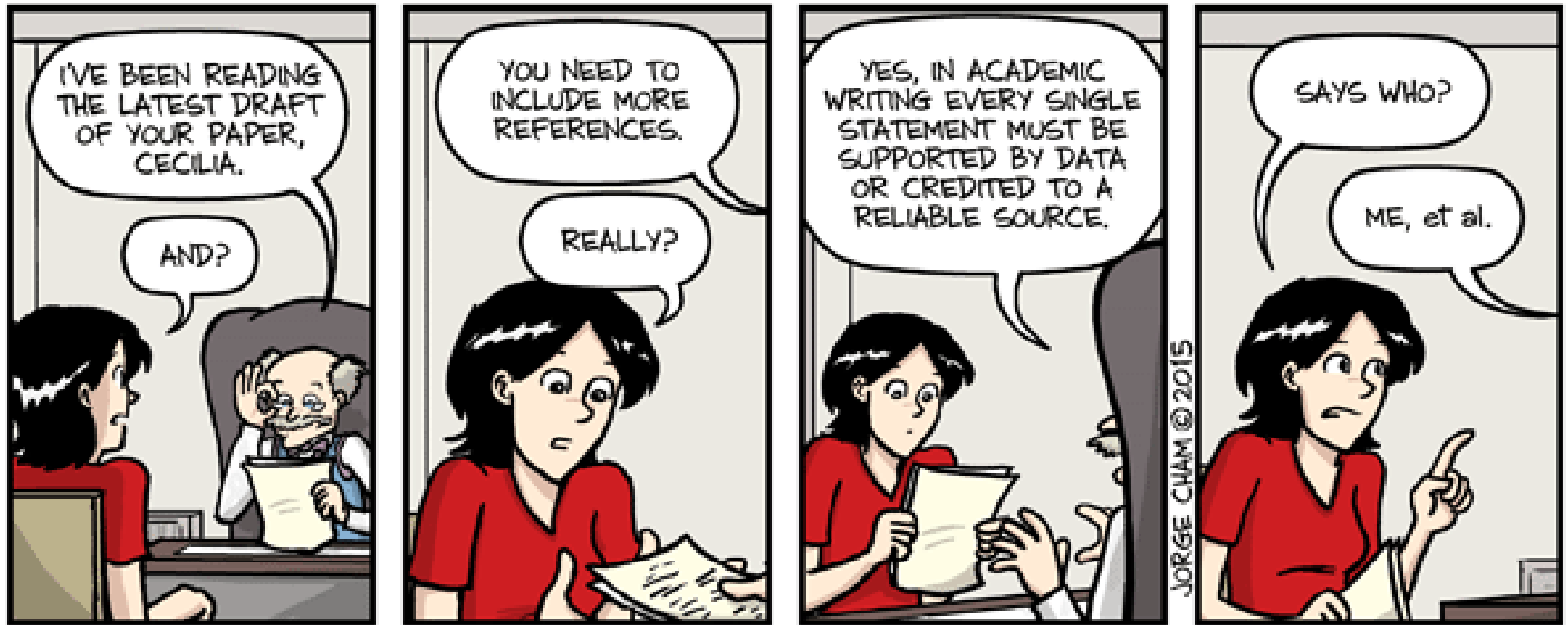
Auto-plagiarism is copying one's own work without proper citation.

More information: [https://fis.vse.cz/english/wp-content/uploads/sites/2/page/543/correct\\_citations.pdf](https://fis.vse.cz/english/wp-content/uploads/sites/2/page/543/correct_citations.pdf)

# Academic misconduct

- Impersonating someone or being impersonated.
- Fabrication, falsification or misrepresentation.
- Contract cheating.
- Collusion.

Figure 1



WWW.PHDCOMICS.COM

Note. From *PHD Comics website* (Cham, 2015, p. 1).

# A citation should be used:

- Whenever you include information from other sources;
- Every time you use data, data sets or specific information you must mention their source.
- You're using methods, or findings from other scientists' research.



# Citation in academic text - examples

Energy for cooking, lighting, washing or achieving thermal comfort at home is one of the essential elements of adequate housing, which is recognized as a human right by the United Nations ([Office of the United Nations, 2009](#)). Energy poverty (EP) can be understood as the

(Oliveras et al., 2021, p. 102294)

# Quotations in academic text - examples

EP is a major social problem in Europe and is likely to further increase in the coming years due to rising energy prices, continuing economic hardship, increasing inequalities, and greater climate variability due to climate change (Bouzarovski, 2014; Csiba et al., 2016; EPEE, 2009; Marmot Review Team, 2011). It is estimated that EP affects between 50 and 125 million people in Europe (EPEE, 2009). Specifically, in 2014, 10.2% of households in the European Union (EU) were unable to keep their home adequately warm during the cold months (Tirado Herrero et al., 2016). However, as several studies have shown, EP is not equally distributed socially and geographically. Socially, above-average rates of EP are experienced by the elderly, families with children (especially single parent families), households with people with disabilities or long-term illnesses, the unemployed, and people in poorly paid jobs (Bouzarovski, 2014; Csiba et al., 2016; EPEE, 2009; Hernández, 2016; Gillard et al., 2017; Wright, 2004; Adam and Monaghan, 2016; O'sullivan et al., 2016). Geographically, EP is far more important in Mediterranean and Eastern EU Member States, than in the

(Oliveras et al., 2021, p. 102294)

# Quotations in academic text - examples

Cerulli and Ventura (2019) developed an estimation procedure to apply to the case of binary time-varying treatment with pre- and post-intervention periods. We use their method to analyse the differences in the gas consumption of households up to five years before and after the adoption of EE improvements. With this approach, we cannot only analyse the effect of the EE improvements but also if we observe anticipatory or delay effects in gas consumption.

(Peñasco & Anadón, 2023, p. 6)

# You do not need to provide a citation

- **Common knowledge**, such as bare-bone facts from the dictionary or history, does not need to be cited.
- Commonly known facts in your field.
- Data and conclusions from the research underlying the thesis.
- If you are unsure, consult thesis supervisor.

# Do we need to add a citation?

The Czech Republic is a Central European country whose currency is the Czech crown.



# Do we need to add a citation?

1,275,406 people live in Prague, the capital of the Czech Republic

(Český statistický úřad 2022)

# Do we need to add a citation?

We found, however, that the introduction of EE technical improvements seems to procure a more stable pattern in gas consumption in the years following implementation. This result in itself suggests an important positive outcome derived from energy efficiency retrofitting as upgrades act as mediating factors for volatility in energy demand. Also, the introduction of EE technical improvements measures makes households on deprived areas more responsive to changes in energy prices. This represents a positive outcome as EE measures may be acting as tools for the flexibility of the energy demand in the residential sector. They also reduce inequalities between groups of consumers allowing

# A few pieces of advice

- Determine the citation style at the beginning of your work.
- Familiarise yourself with the rules of your citation style before writing a scholarly text.
- Quote only from the works you have personally seen.
- Manage your sources well.

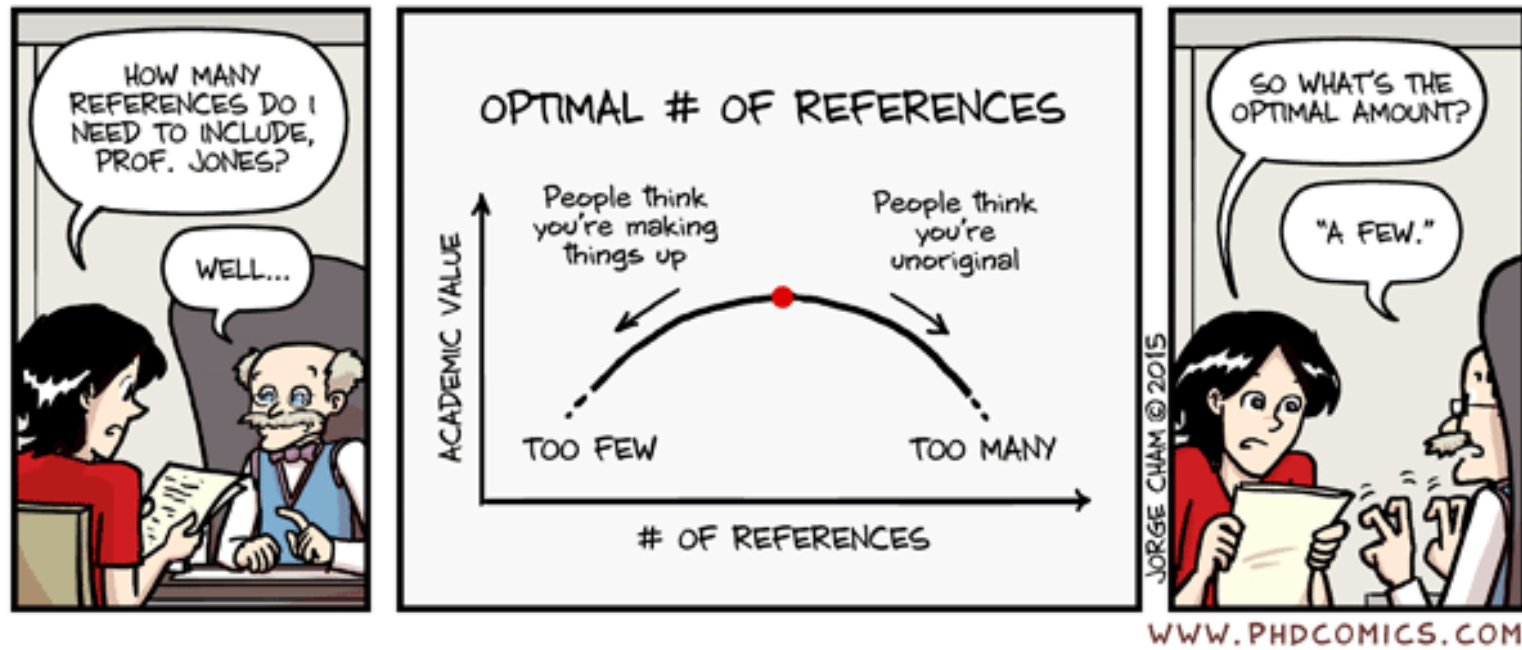


# Citation is ...

- **In-text citation:** the brief form of the reference that you include in the body of your work. It gives enough information to uniquely identify the source in your reference list.
- **Reference list:** should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper.

Everything cited in the text must appear in the Reference list; likewise, everything cited in the Reference list must appear within the text.

Figure 2



Note. From *PHD Comics website* (Cham, J. 2015b).

# Citation style APA 7th.

**In text - author-date**

**<https://apastyle.apa.org/style-grammar-guidelines/citations>**

**The entry in the reference list.**

**<https://apastyle.apa.org/style-grammar-guidelines/references>**

# Citation style APA 7th

## In- text citations

<https://apastyle.apa.org/style-grammar-guidelines/citations>

# Basic guidelines

- Ensure that the spelling of author names and the publication dates in reference list entries match those in the corresponding in-text citations.
- Cite only works that you have read and ideas that you have incorporated into your writing.
- Cite primary sources when possible, and cite [secondary sources](#) sparingly.
- Cite sources to document all facts and figures that you mention that are not common knowledge.
- Even when sources cannot be retrieved (e.g., because they are [personal communications](#)), still credit them in the text (however, avoid using online sources that are no longer recoverable).

# Basic guidelines

Provide appropriate credit to the source (e.g., by using an in-text citation) whenever you do the following:

- paraphrase (i.e., state in your own words) the ideas of others
- directly quote the words of others
- refer to data or data sets
- reprint or adapt a table or figure, even images from the internet that are free or licensed in the Creative Commons
- reprint a long text passage or commercially copyrighted test item

# In- text citation

In APA 7th edition, in-text citations are indicated by a parenthetical citation that includes the author's last name and the year of publication of the source document.

**(author, year of publication).**

If the author's name occurs naturally in the text, it is a so-called **narrative citation**, and only the year of publication is then given in parentheses.

**According to this author's theory (year of publication).**

For a work with one or two authors, include the author name(s) in every citation.

For a work with **three or more** authors, in-text citation include the name of only the first author plus „**et al.**“ However, you must list **all authors** in the citations in the **references**.

# In-text - Quotation

A direct quotation **reproduces word-for-word material taken directly from another author's work.**

**Use direct quotations rather than paraphrasing:**

- when reproducing an exact definition
- when an author has said something memorably or succinctly, or when you want to respond to exact wording (e.g., something someone said).

Use direct quotes sparingly.

They should make up a maximum of 15%.



# Examples - styling

Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).

# In-text - Quotation

- **Short quotations** (fewer than 40 words)
  - Quotation marks „Direct citation“ (Athor, year, p. X).
  - Italics and Quotation marks „*Direct citation*“ (Athor, year, p. X).
- **Block quotations (40 words or more)**
  - Do not use quotation marks to enclose a block quotation.
  - Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin

# In-text - Paraphrase

It contains the information or idea of another author, **expressed in your own words**. You must cite a paraphrase.

A paraphrase may continue for several sentences. In such cases, cite the work being paraphrased **on first mention**. Once the work has been cited, it is not necessary to repeat the citation as long as the context of the writing makes it clear that the same work continues to be paraphrased.

# Examples - styling

Lee (2023, p. 4) concludes in his analysis of foreign legal practice that AI cannot be a copyright holder under the current legal framework. However, the author himself states that this fact is not the only reason why AI should not be considered an author .. ...

One of the basic problems often pointed out by our research testers is the lack of justification for the facts presented. The generated texts did not provide sources for the data or values. When asked for sources in the prompts, they often generated non-existent documents. This major weakness is often associated with Chat GPT (Alkaissi & McFarlane, 2023b; Crawford et al., 2023; Deng et al., 2023; Perkins, 2023).

# Which of the examples is a direct quote?

News in the media are not objective, their content is influenced by the interests and expectations of those who make up the news (Carah 2021).

„Meaning is human capacity to use our bodies to communicate with each other“ (Carah, 2021,p 35).

**In-text - Table, chart, image, etc.**



# In-text - Table, chart, image, etc.

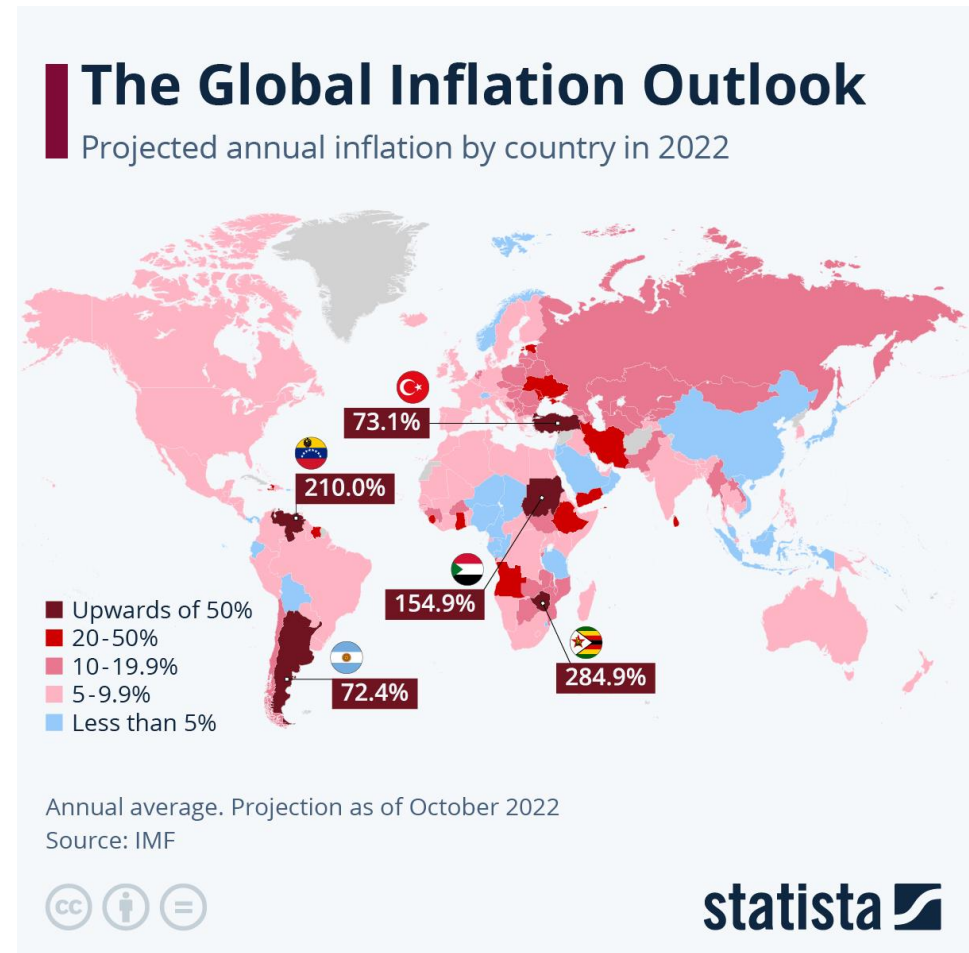
## General rules:

- In the text, refer to every table by its number. For example, "As shown in Table 1, ..." (no italics, capital "T" for "Table")
- There are two options for the placement of tables in a paper. The first option is to place all tables on separate pages after the reference list. The second option is to embed each table within the text
- If you reprint or adapt a table from another source in your paper (e.g. a table from a published work), you must include a copyright attribution in the **table note** indicating the origin of the reprinted or adapted material in addition to a **reference list entry** for the work.

As we can see in Figure 1 inflation is rising globally. Yet, we can say that in the EU region, the highest inflation is in Eastern and Central Europe.

**Figure 3**

*The Global Inflation Outlook.*



Note. From Statista *The global inflation Outlook* (Buchholz, 2022)



As we can see in Figure 2, compared to 2012, book sales in 2018 in the Czech Republic have declined slightly.

**Figure 4**

*Publishing in Czechia 2012-2015.*



Note. Graph made by author based on data from Statista: *Forecast: Industry revenue of “publishing of books, periodicals“ in Czechia 2012-2025 (2021).*

Figure 5



Note. From *PHD Comics website* (Cham, 2010a, p. 1).

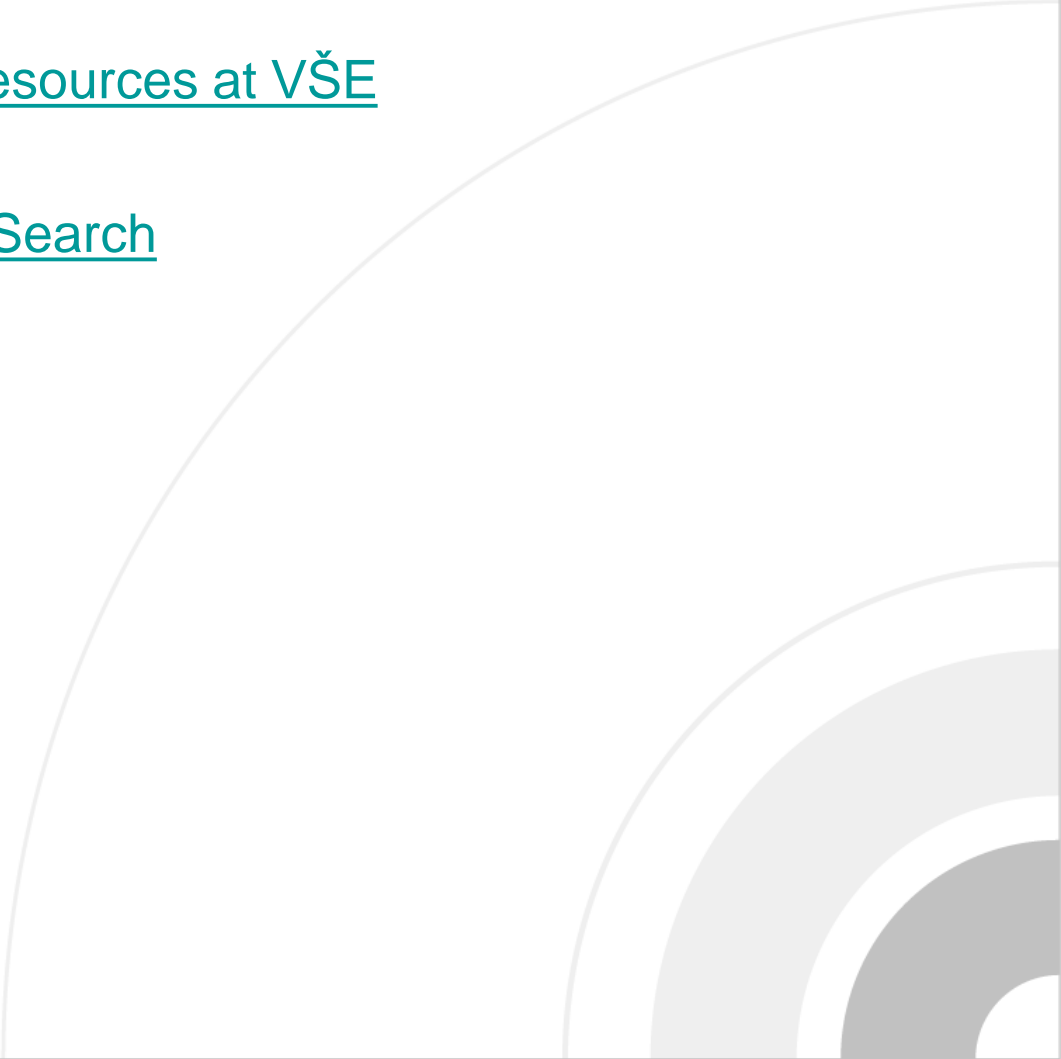
# Reference manager

## Zotero

<https://www.zotero.org/>

- Support: <https://www.zotero.org/support/>
- Connector: <https://www.zotero.org/download/connectors>

# E-Resources

- [Electronic information resources at VŠE](#)
  - [Discovery service](#)
  - [Catalog & E-resources Search](#)
- 

# APA 7th references

**thesis,  
semestral papers and  
presentations with reference  
list**

<https://apastyle.apa.org/style-grammar-guidelines/references>

# Basic guidelines

A reference list entry generally has four elements: the author, date, title, and source. Each element answers a question:

- **author:** *Who* is responsible for this work?
- **date:** *When* was this work published?
- **title:** *What* is this work called?
- **source:** *Where* can I retrieve this work?

# Basic guidelines

- Bibliographic citations are arranged in a **list in alphabetical order by author's surname** and year of publication.
- If more than one **article by the same author** is cited, they are arranged by year (for multiple works with the same year of publication, we indicate a, b, c, e.g. 2000a, 2000b).

# Basic guidelines

**Every source cited in the text must appear in the list of references** used at the end of the paper, and conversely, all sources used in the reference list must be mentioned in the text.

The **exceptions in linking the reference list and the text** are as follows:

- Personal communication - quoted in text only.
- General mention of websites, periodicals, software (software) or applications - it is not necessary to cite them or list them in the reference list.
- References included in the meta-analysis that are marked with an asterisk may be cited in the text or at the author's discretion.



# Basic guidelines - Author

- the cited document has **one or 19 authors** - **list all authors in the reference list** in the form "Last name, first initial", before the last author insert a comma and the **&** sign.
- a cited document has **twenty or more authors** - in the reference list entry, list the first 19 authors in the form "Last name, first initial", followed by three periods and the last author.

# Book/Ebook

Author, A.A., & Author, B.B. (Date of publication/year). *Title of the book*. Publisher. [Doi or url](#)

Author, A.A. (Date of publication/year). *Title of the book : subtitle\** (Edition). Publisher. [Doi or url](#)

Editor, e. E. (Ed.). (Date of publication/year). *Title of the book*(Edition). Publisher. [Doi or url](#)

# Book/Ebook

Eco, U., Mongiat Farina, C., Farina G., & Erspamer F. (2015). *How to write a thesis*. MIT Press.

<https://ebookcentral.proquest.com/lib/vsep/detail.action?docID=3339948>

Pollock, T. G. (2021). *How to use storytelling in your academic writing: techniques for engaging readers and successfully navigating the writing and publishing processes*. Edward Elgar Publishing.

# Journal Article

Author, A.A., & Author, B.B. (Date of publication/year). Title of article: subtitle\*. *Title of Periodical, volume(number), first page – last page.* [Doi or url](#)

Author, A.A. (Date of publication/year). Title of article : *subtitle\**. *Title of Periodical, volume(number), first page – last page.* . [Doi or url](#)

# Journal Article

Orhan, A., Benli V. F. & Castanho, R. A. (2020). Assessing the Systemic Risk Between American and European Financial Systems. *Prague Economic Papers*, 29(6), 649-971. <https://doi.org/10.18267/j.pep.756>

Rosenzweig, M. R., & Wolpin, K. I. (2000). Natural "Natural Experiments" in Economics. *Journal of Economic Literature*, 38(4), 827-874. <http://www.jstor.org/stable/2698663>

# Webpages and Websites

Author, A.A., & Author, B.B. (Date of publication/year, month). *Title*. Site name. [url](#)

Author, A.A. (Date of publication/year, month). *Title*. Site name. [url](#)

# Webpages and Websites

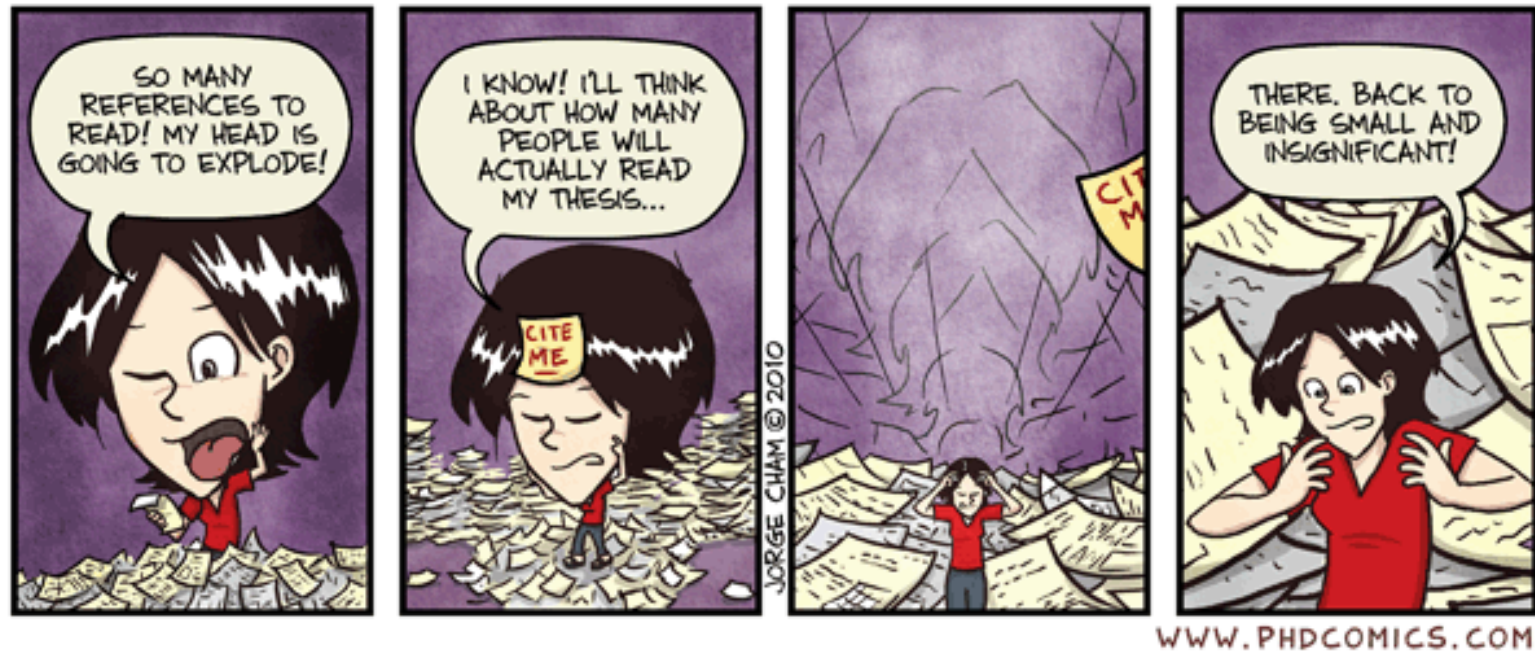
National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>

# Missing Reference Information

| Missing element | Solution  | Template                                       |                                 |
|-----------------|---|--|---------------------------------|
|                 |   | Reference list entry                           | In-text citation                |
| <b>Author</b>   | Provide the title, date, and source.  | Title. (Date). Source.                         | (Title, year)<br>Title (year)   |
| <b>Date</b>     | Provide the author, write “n.d.” for “no date,” and then provide the title and source.          | Author. (n.d.). Title. Source.                 | (Author, n.d.)<br>Author (n.d.) |
| <b>Title</b>    | Provide the author and date, describe the work in square brackets, and then provide the source. | Author. (Date). [Description of work]. Source. | (Author, year)<br>Author (year) |



Figure 6



Note. From *PHD Comics website* (Cham, 2010b, p. 1)

# Reference

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<https://www.statista.com/chart/27480/projected-annual-inflation-by-country/>
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<https://doi.org/10.1016/j.healthplace.2020.102294>
- Peñasco, C., & Anadón, L. D. (2023). Assessing the effectiveness of energy efficiency measures in the residential sector gas consumption through dynamic treatment effects: Evidence from England and Wales. *Energy Economics*, 117(2023) p. 1-22. DOI 10.1016/j.eneco.2022.106435.
- Statista. (2021). *Forecast: Industry revenue of “publishing of books, periodicals” in Czechia 2012-2025*. Statista <https://www.statista.com/forecasts/397929/publishing-of-books-periodicals-revenue-in-Czechia>

# Thank you for your attention.

If you have any questions during the study you can write to the following e-mail address:

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