**How to correctly refer to used literature in the text**

* In the text it is always necessary to refer to the original source (book, article, manuscript, etc.). The same applies to images, diagrams etc.
	+ If we use the taken picture and edit it, it is necessary to add this information to the quotation. E.g. (edited after Novák, 1998).
* In the text **only surname of the author** without the name (or its abbreviation) is mentioned. The name abbreviation appears only if two different authors of the same surname are mentioned in the text.
* If two authors are listed, their surnames should be separated by “&“. Separation must be uniform in whole text.
* If there are 3 or more authors, mention the first author with an amendment *et al.* - which stands for et alii (and team). The dot is written only after *al.*
* If several publications are quoted in brackets, the individual publications are separated by a semicolon and the publications are sorted from the oldest to the youngest…
* If you insert a reference of the literature in parentheses at the end of the sentence, the period is written after the parenthesis.
* If we cite several publications of the same author from the same year, we write lower-case letters (without spacing) after the year from the beginning of the alphabet (2001a, 2001b etc.) and we do the same in the list of references as well.
	+ **Example 1:** „According to Novák (2011) ...“; „As mentioned by Novák (2011) …“; „Text taken (Novák, 2011).“
	+ **Example 2:** „Text taken (Mladý & Novák, 2013).“; „Text taken (Novák, J. & Novák, M., 1999).“
	+ **Example 3:** „By Králová *et al.* (2008) …“; „Text taken (Králová *et al.*, 2008).“
	+ **Example 4:** (Kotrba, 2001; Musil & Nový, 2003; Dráteník *et al.*, 2008)
	+ **Example 5:** „ According to Skromný (2005a; 2005b) …“; „Text taken (Skromný, 2005a; 2005b).“