

REFERENCES AND QUOTATIONS IN THE DOCTORAL (PHD) DISSERTATION

I. Material questions: when to refer?

Regarding the content of the reference, some important (albeit simplified) rules and aspects should be highlighted.

1) The part of the doctoral dissertation that does not indicate a source is considered as the author's own thought, statement, or conclusion (intellectual product) unless it is a well-known fact or commonplace. Therefore, academic integrity always requires that the author indicate the source when adopting another author's idea, or conclusion, or including facts and data in the dissertation.

2) There are three typical cases, where it is mandatory to indicate the source:

- a) adoption of other authors' text: the candidate uses an identifiable part of the text of another work, which shall be indicated by using quotation marks in addition to indicating the source;
- b) adoption of other authors' ideas: the dissertation contains other authors' ideas (findings, conclusions, or evaluations) not verbatim, but in a paraphrased, rewritten, condensed, explained form, or translated from another language; by indicating the source, the doctoral candidate acknowledges that it is someone else's idea and presents it to the reader as not his own;
- c) communicating facts and data: in this case, the author does not necessarily use someone else's intellectual product, but the identification of the source is important for the reader of the dissertation to check the reliability of the facts and data - unless the fact or data is well-known for the general public.

3) The rule for the use of quotation marks when adopting another author's text cannot be defined in general, with sharp boundaries. However, there are two clear cases when the use of quotation marks is mandatory:

- a) if someone takes a passage of five or six consecutive words (or more) from another source;
- b) if someone takes a concept, terminology, word, or expression from another source that is unique, specially created, or used in a specific sense.

4) The designation of the source (the reference) must be located in the text in such a place that the adopted content can be easily identified by the reader, and that it does not get mixed up with the candidate's own text and findings. Thus, the location of the reference is typically

- a) the end of the quotation;
- b) the end of the sentence, in which other author's ideas or facts and data appear;
- c) the end of the paragraph, if the author expounds on a chain of other author's thoughts covering several sentences;
- d) the title of the picture, diagram, map, etc., or otherwise, the end of the immediately preceding text.

A reference may extend to multiple paragraphs only if the candidate specifically indicates that and makes this clear in the text or in a footnote.

5) There is a form of reference, when the candidate does not adopt ideas, facts, or data from the referred sources but mentions them simply because the cited work dealt with some topic or question (*generic references*). Although generic references can be informative about the scope of the literature on the issue, caution should be used with this method. A book or paper cited in general was not necessarily in use during the research work, the candidate might not have taken it into his/her hands. Even if this is not so, the candidate does not rely on the ideas, conclusions, or factual findings contained in it in a meaningful and specific manner when writing the dissertation. The reviewers may ask unpleasant questions in connection with such works, which are generally cited once or twice in the dissertation.

II. Formal questions: how to refer?

1) A wide variety of reference systems are used in academic works, even within the field of law and political sciences. These systems differ in such aspects as e.g. which bibliographic data of a source must be indicated, what is the abbreviated form in the case of repeated references, what are the methods of citing online sources, etc.

2) The Doctoral School does not prescribe which citation system the doctoral candidate should use in his/her dissertation, but there are three basic requirements for references (the reviewers usually evaluate and criticize the citation system of a dissertation primarily according to these aspects):

- a) consistent, uniform use of the selected reference method throughout the dissertation (e.g. which bibliographical data are indicated by the candidate);
- b) all the sources (and their parts) used in the dissertation must be clearly identifiable and retrievable for the reader;
- c) the reference system should not be too complicated.

3) There are two general options for the doctoral candidate as to the selection of a reference system:

- a) either creates a reference system in the dissertation himself/herself;
- b) or uses a recognized reference system.

In the first case, care should be taken to make clear or explain to the reader each rule of reference.

In the second case, one can simply refer back to which reference system is used in the dissertation. If it is convenient, the doctoral candidate can use one of the reference systems of well-known, long-established international journals in his/her research field. The descriptions of these reference systems are usually available online.

4) Some important rules and aspects are also worth highlighting.

- a) The text of the dissertation should not be burdened with long references, these should typically appear in the footnotes.
- b) Many institutions usually have a system of fixed designations for the documents it produces, the candidate must follow these designations (e.g. domestic, foreign, and

EU legislation, international treaties, decisions of domestic, foreign, and international courts, documents of international organizations, etc.)

- c) The reference is insufficient if the author does not indicate precisely the location of the cited content within the source (usually by page or paragraph).
- d) Common sense requires that the candidate present only once the detailed bibliographic data of the cited source in the dissertation (*full reference*) and only use an abbreviated notation for repeated references elsewhere (*abbreviated reference*).
- e) Since the dissertation must include a list of the literature used, it is worth entering the detailed bibliographic data of the cited works in this list (full reference). And so, it is sufficient to use the abbreviated form in footnotes or in the text.
- f) As to the online sources, the indication of the website (and the link) belongs to the full reference and not to the abbreviated one. As online content may change frequently, it is a good idea to include the date of download in the full reference to the online source.
- g) In the case of indirect adoption (if the source has already adopted the idea or data or facts from another source), it is mandatory to refer to the intermediary source from which the candidate took the content. Marking the original source can often be informative, and the author decides whether to refer to it or not.

5) Reference to own, previous works (self-references). The author may use his/her own, previous, published works in the dissertation, in this case the following rules apply.

- a) Using the authors' own *ideas* having appeared in the author's previous publication: there is no obligation to cite, because in this case the author is not using someone else's ideas.
- b) Using text having appeared in the author's previous publication: there is an obligation to cite his/her own previous publication as the source of the transferred text. Here, the author must make it clear to the reader, using the usual means (use of quotation marks; highlighting; multiple, paragraph-by-paragraph references; clear reference to this in the main text; etc.), that the texts published in his/her own previous works are being taken over, and also to what extent the transfer took place.
- c) Using statements of fact or data having appeared in the author's previous publication: point I/2/c. applies unchanged.