



# Author Manual and Guidelines

## Sacra Journal

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This document serves as an author and citation guide for the academic student journal *Sacra*. It contains submission requirements, general rules for citing literature and sources in the text and notes, and specific examples of such citations. For navigation, we recommend using the interactive content at the document's beginning. You will also find numerous links throughout the manual that will take you directly to specific examples of citations.

### **Sacra Journal**

Department for the Study of Religions  
Faculty of Arts, Masaryk University  
Arna Novaka 1  
602 00 Brno  
Czech Republic

Email (for authors): [casopissacra@gmail.com](mailto:casopissacra@gmail.com)  
Email (for institutions): [casopissacra@phil.muni.cz](mailto:casopissacra@phil.muni.cz)  
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## I. Submission Guidelines

### *Submit your article*

Authors should send their texts to the editors electronically as an email attachment (supported formats are OpenOffice, Microsoft Word, RTF or WordPerfect) to the editorial address ([casopissacra@gmail.com](mailto:casopissacra@gmail.com)) or by contacting one of the journal editors. Preferred file formats are doc or docx.

### *Editorial Board accepts texts for sections*

#### **A) Texts undergoing anonymous peer-review:**

*These texts are sent anonymously to an expert on the subject who assesses the quality of the paper, on which the paper may be accepted, rejected or modifications to the text may be recommended.*

- a) Articles:** academic texts based on author's field research or theoretical/methodological study in 15–25 standard pages (27000–45000 characters with spaces), including notes, bibliography, abstract (600–900 characters with spaces) and keywords.
- b) Commentaries and Essays:** short academic texts on a partial problem, critical discussions, theoretical/methodological or thematic overviews in 5–15 standard pages (9000–27000 characters with spaces), including notes, bibliography, abstract (600–900 characters with spaces) and keywords.

#### **B) Texts without anonymous peer-review:**

- a) Short Essays and Comments:** texts of more subjective and popularizing character, reflections of university studies and research experiences in the range of up to 15 standard pages (27000 characters with spaces), including bibliography; they do not contain English abstract and keywords.
- b) Interviews:** structured conversations with personalities of Czech and world academic field of the study of religion in the range of up to 10 standard pages (18000 characters with spaces).
- c) Reports:** texts reporting important events in the field of religious studies, organization of conferences, and foreign trips; in the range of up to 5 standard pages, including bibliography (9000 characters with spaces).
- d) Reviews:** texts critically reflecting relevant literature from religious studies, in the range of up to 5 standard pages (9000 characters with spaces).

### *Basic requirements*

- ✓ **All contributions** are clearly identifiable with a title, alternatively subtitle and an abbreviation of the author's place of work (e.g. "FF MU, Department of Religious Studies").
- ✓ **In the case of studies and commentaries**, the author's email address is required, as well as (**Abstract**) of 10-15 lines (approx. 600-900 characters with spaces) and 5-8 keywords (**Keywords**)
- ✓ If the contribution is part of **a grant project**, this is indicated by a footnote marked with an asterisk (\*) immediately after the author's surname.

- ✓ If the paper is a **revised thesis**, it is necessary to inform the editors or to insert a footnote after the title of the text: "The paper/commentary/academic essay is the author's revised version of the thesis defended in XX at YY University."

*Sample of the file format of the submitted contribution:*

**Title: Capital letter after ":" or subtitle**

Name Surname, FF MU, Department for the Study of Religions

e-mail: address@mail.com

**Abstract**

[Abstract is written in full sentences.]

**Keywords**

[lower case letter at the beginning, separated by a comma, no dot at the end]

[Text itself]

**Bibliography**

### *Text formatting*

- **Text:** font Times New Roman, size 12, spacing 1,5.
- **Headings:** bold text, without formatting, size 12.
- **Footnotes:** font Times New Roman, size 10, spacing 1.
- **Shorter quotations:** directly in the text, using English quotation marks ("above").
- **Longer quotations:** align in a block: top and bottom spaces (½ line and 1 line), left and right (2 cm); Times New Roman font, size 10, line spacing 1; do not enclose in quotation marks, do not italicise.
- **Citations in source languages:** the journal prefers Latin. If possible, please transcribe or transliterate texts in languages using other alphabets according to the conventions common in the field – this will avoid possible formatting, typesetting or printing problems.
- **Tables, graphs, figures:** they are not inserted in the text but are provided in a separate annex marked with numbers. Their exact location is indicated in the text, including captions, explanatory or expanding notes – see ([Sample IX.5](#)). Figures and graphs are accepted in TIF or JPG format.

### *Citation style*

Sacra's citation style is based on the APA format. Individual cases are addressed by the examples below. The Sacra Citation Manual was prepared in 2022 by editor Vít Marša. The check performed by Assoc. prof. David Zbiral.

## II. Bibliography

Listed after the text of the article under the bold heading "**Bibliography**". The list is divided into "**Sources**" and "**Secondary Literature**". Internet sources are not listed separately but under Sources or Secondary Literature (depending on the nature of the content).

### *General rules*

- Names listed after the title of the work are not subject to name inversion. ([Sample IV.5](#))
- Page range without spaces; separated by a dash, not a hyphen.
- The year of the first edition is also given after the slash if there is a significant time gap between the first edition and the edition cited.
- In English, all words in the title except conjunctions and articles are capitalised.
- The subtitle is marked EXCLUSIVELY with a colon and begins again with a capital letter. The rule also applies to other subtitles, which are ordered in the same way. ([Sample V.9](#))
- If we cite multiple publications from the same year by the same author (or team of authors), we add a lowercase letter in the text and in the reference list for the year of publication. ([Sample IV.1](#))
- If the monograph (or proceedings) has more than one place of publication or publisher, then separate the individual entries with a hyphen. ([Sample IV.1](#))
- In the case of an unknown date of issue, the abbreviation n.d. (no date) is used. ([Sample IV.8.3](#))
- Citation abbreviations are not translated into English.
- In the case of a longer quotation, additional lines are indented. ([Sample IV.1](#))

### *Sources and online resources*

- The author's name is written in accordance with the current professional conventions ([Excerpt V.1](#)).
- In the case of modern authors, the traditional inversion of surname and given name in shortened form is used. ([Sample V.1](#))
- The title of the work is given with respect to the current professional consensus.
- If only the approximate year of the work is known, add the abbreviation "c" without a period before the year. ([Sample IV.9.2](#))
- If the title of the work differs from the title under which the work is published, the title under which the work is published comes after the name of the editor. ([Sample V.2](#))
- If the work forms the central part of the publication, its title is written in italics. ([Sample V.2](#))
- If the title of the source is identical to the edition, the name of the edition is not given and the title of the source is italicised instead. ([Sample V.1](#))
- For online documents, the year of discovery is the year by which the item is listed in the reference list - not the date of creation.
- Punctuation marks in a quotation are not duplicated, even if they are part of a signature abbreviation, for example. ([Example V.10](#))

### III. Quotations in the text and in the footnotes

#### *General rules*

- If the author's name is mentioned in the previous part of the sentence, then it is sufficient to mention only the year of publication and the relevant page.
- In case a source without a generally known author is cited in the text, the abbreviated name of the source is given in parentheses instead of the author's name, which should be **given in a separate list of abbreviations before the list of references**. ([Sample V.3](#))
- In the case of quotations from **the biblical text and other sources that have an established citation abbreviation**, it is necessary to follow this practice and it is not necessary to list the source in the list of abbreviations. However, it should be included in the list of abbreviations if the text refers to the editor's/translator's commentaries or other accompanying texts, etc. ([Examples V.2](#) and [V.4](#)).
- If the strand is divided into verses or other units, it is possible to combine a custom abbreviation system using this division. ([Sample V.6](#))
- Tables, graphs and figures are described directly below the illustrations in the text and then in a separate list of illustrations at the end. ([Sample IX.5](#))
- Individual references in the text are primarily ordered by the relevance of the reference to the statement in the text. In the case of equal relevance, they are arranged alphabetically and, for the same author(s), by year of publication.
- Multiple citations within a single reference are separated by semicolons.
- Abbreviations for text references are used only if they are not page references (i.e. folios, paragraphs). ([Sample V.11](#))
- Page range without spaces; separated by a hyphen (21-32), not a hyphen.
- Abbreviations in citation data
  - Pages = pp.
  - Paragraphs = par.
  - Folio = fol.
  - Editor = Ed.
  - Editors = Eds.
  - Depiction = Pic.

#### *Selected examples of use*

- The dispute over the tribute to Caesar (Matthew 22:15-22) is one of the most quoted passages on the question of the relationship between Christianity and secular power.
- Pascal Boyer (1998: 877) argues that the transmission of cultural ideas is fundamentally influenced by the capabilities of human cognitive equipment.
- Some authors believe (e.g. Boyer, 1998) that the transmission of cultural...
- In 1998, Boyer published a study in which it is argued that the transmission of cultural ideas is fundamentally influenced by the capabilities of human cognition (1998: 877).As some authors have suggested (e.g. McCauley & Lawson, 2002: 45)...

BUT - As McCauley and Lawson (2002: 45) believe...

- If there are more than three and less than six authors, the first time in the text as follows:
- Kolb, Wishaw and Shaw (2010) believe...
- Kolb et al. (2010) further argue...
- For six or more authors, always Eco et al. (1995).
- The post-February period of Czech history has been continuously reflected by historians from 1989 to the present (Balík & Hanuš, 2007; Kaplan, 1993)

## IV. Examples of citation standards - Secondary literature

### 1. Monograph with one author:

Author's surname, abbreviated first name (year of publication). *Title: Subtitle*. City of publication: Publisher.

#### a. Citations in Bibliography

Sperber, D. (1996). *Explaining Culture: A Naturalistic Approach*. Oxford: Blackwell.

Janowitz, N. (2003). *Magic in the Roman World: Pagans, Jews and Christians*. London – New York: Routledge.

Kaplan, K. (1993). *Sovětské poradci v Československu 1949–1956*. Brno: Doplněk.

Kaplan, K. (1993a). *Stát a církev v Československu v letech 1948–1953*. Brno: Doplněk.

#### b. In-text citations

(Sperber, 1996: 106–112)

(Kaplan, 1993: 52)

(Kaplan, 1993a: 148)

### 2. Monographs with two or three authors:

Author's surname, abbreviated first name, second author's surname, abbreviated first name & surname of third author, abbreviated first name (year of publication). *Title: Subtitle*. City of publication: Publisher.

#### a. Citations in Bibliography

McCauley, R. N. & Lawson, E. *Bringing Ritual to Mind: Psychological Foundations of Cultural Forms*. Cambridge: Cambridge University Press.

Beard, M., North, J., & Price, S. (1998). *Religions of Rome I: A History*. Cambridge: Cambridge University Press.

#### b. In-text citations

(McCauley & Lawson, 2002: 25–45)

(Beard, North, & Price, 1998)

### 3. A monograph with more than six authors:

Author's surname, abbreviated first name et al. (year of publication). *Title: Subtitle*. City of publication: Publisher.

#### a. Citations in Bibliography

Eco, U. et al. (1995). *Interpretácia a nadinterpretácia*. Bratislava.

#### b. In-text citations

(Eco et al., 1995: 25)



#### 4. Monographs without an author:

Abbreviation/Short name | *Title: Subtitle.* (year of publication). City of publication: Publisher.

##### a. Citation in the list of abbreviations

Webster's Dictionary | *Webster's New Collegiate Dictionary.* (1961). Springfield: G. & C. Merriam.

##### b. Citations in Bibliography

*Webster's New Collegiate Dictionary.* (1961). Springfield: G. & C. Merriam.

##### c. In-text citations

(Webster's Dictionary, 12)

#### 5. A paper/article in an edited volume:

Author's surname, abbreviated first name (year of publication). Title of study. In abbreviated first name author last name author last name. *Title: Subtitle* (pp. range of pages). City of publication: Publisher.

##### a. Citations in Bibliography

Wiebe, D. (2004). Critical Reflection on the Modes of Religiosity Argument. In H. Whitehouse & L. H. Martin (Eds.). *Theorising Religions Past: Archaeology, History, and Cognition* (pp. 197–213). Walnut Creek: Alta Mira Press.

##### b. In-text citations

(Wiebe, 2004: 25)

#### 6. A paper/article in a journal:

Author's surname, abbreviated first name (year of publication). Title. *Name of periodical, year* (issue), pp. range of pages.

##### a. Citations in Bibliography

Boyer, P. (1998). Cognitive Tracks of Cultural Inheritance: How Evolved Intuitive Ontology Governs Cultural Transmission. *American Anthropologist*, 100, pp. 876–889.

Harmon-Vukić, M., Upal, M. A., & Sheehan, K. J. (2012). Understanding the Memory Advantage of Counterintuitive Concepts. *Religion, Brain & Behavior*, 2(2), pp. 121–139.

Zbiral, D. (2018). Mýtus, biblická exegeze v katarském křesťanství. *Religio: Revue pro religionistiku*, 26(1), pp. 3–30.

##### b. In-text citations

(Boyer, 1998: 25)

(Harmon-Vukić, Upal, & Sheehan, 2012: 35–36)

(Zbiral, 2018: 22)

## 7. Unpublished dissertation thesis:

Author's surname, abbreviated first name (year of publication). *Title: Subtitle.* Type of thesis. City of the university: Name of the university.

### a. Citations in Bibliography

Chalupa, A. (2008). *Římské náboženství a příchod principátu: Změna, nebo kontinuita?* Dissertation. Brno: Masaryk University.

### b. In-text citations

(Chalupa, 2008: 25)

## 8. Document on the web:

### 8.1. Individual website

In case the page is divided into paragraphs, the paragraph number can be added in case of a reference in the text.

If the author is unknown, the citation in the text should mention the publishing institution. If the year of publication is unknown, the year of discovery is given.

Author's surname, abbreviated first name. Publishing institution (r/m/d). *Title of page in italics.* Retrieved [date found d.m.r] from URL .

### a. Citations in Bibliography

Behr, R. (2021/9/8). *The Tory Leadership Race is not just a Political Battle - it's Religious Warfare.* Retrieved [10.24.2022] from <https://www.theguardian.com/commentisfree/2022/oct/21/tory-leadership-religious-warfare-party-faith-boris-johnson-rishi-sunak> .

husitstvi.cz. *Jan Rokycana.* Retrieved [12.2.2023] from <https://husitstvi.cz/rejstriky/rejstrik-persons/jan-rokycana/> .

### b. In-text citations

(Behr, 2022: par. 5)

(husitsvi.cz, 2023: par. 2)

### 8.2. Article in an online magazine

If the pages are numbered, the page number must also be added. If the online journal is not paginated, you can use the paragraph number or the typical journal designation.

Author's surname, abbreviated first name (year of publication). Title. *Name of periodical, year (number), number of pages.* Retrieved [date found d.m.r] from URL .

### a. Citations in Bibliography

Fredrickson, B. Cultivating Positive Emotions to Optimise Health and Well- Being. *Prevention & Treatment*, 3, Article 0001a. Retrieved [11.20.2000] from <http://journals.apa.org/prevention/volume3/pre0030001a.html> .

### b. In-text citations

(Frederickson, 2000: 10)

### 8.3. A chapter or entry in a higher-order unit

In case the page is divided into paragraphs, the paragraph number can be added in case of a reference in the text. If the author is unknown, the abbreviation system is used.

Abbreviation/Short name	Author of the page. Title of the page. (r/m/d creation/last edit). In Higher order unit name in italics. Retrieved [d.m.r] from URL.
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#### a. Citation in the list of abbreviations

Cognitive Science	Cognitive Science of Religion. (n.d.). In <i>Wikipedia: The Free Encyclopedia</i> . Retrieved [8.9.2014] from <a href="http://en.wikipedia.org/wiki/Cognitive_science_of_religion">http://en.wikipedia.org/wiki/Cognitive_science_of_religion</a> .
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#### b. Citations in Bibliography

Cognitive Science of Religion. (n.d.). In *Wikipedia: The Free Encyclopedia*. Retrieved [8.9.2014] from [http://en.wikipedia.org/wiki/Cognitive\\_science\\_of\\_religion](http://en.wikipedia.org/wiki/Cognitive_science_of_religion) .

#### c. In-text citations

(Cognitive science, par. 3)

### 8.4. Social networks:

Author, A./User nickname (r/m/d). Title/summary of message in italics [Social network/Forum]. Retrieved [date found by d.m.r] from URL .

#### a. Citations in Bibliography

Pastoral Brothers (10/22/2022). *There is no hiding either in the state or in the church*. [Facebook]. Retrieved [10/23/2022] from <https://www.facebook.com/pastoralbrothers/photos/a.188868088690198/1123079648602366/> .

#### b. In-text citations

(Pastoral Brothers, 2022)

## 9. Other

### 9.1. Paintings, sculptures and other audiovisual media with a well-known artist available online

In the case of modern authors, the traditional inversion of surnames and given names in shortened form is used.

Author, A. (Year of creation of the work, if known). *Title of the work in italics* [type of medium]. Retrieved [date found by d.m.r] from URL .

#### a. Citations in Bibliography

Manet, É. (1863). *Olympia* [painting]. Retrieved [5.6.2021] from [https://en.wikipedia.org/wiki/%C3%89douard\\_Manet#/media/File:Edouard\\_Manet\\_-\\_Olympia\\_-\\_Google\\_Art\\_Project\\_3.jpg](https://en.wikipedia.org/wiki/%C3%89douard_Manet#/media/File:Edouard_Manet_-_Olympia_-_Google_Art_Project_3.jpg) .

#### b. In-text citations

(Manet, 1863)

## 9.2. Paintings, sculptures and other audiovisual media with a known artist unavailable online

For institutional information, the procedure is the same as for manuscripts or archives, depending on the type of institution holding the work.

Author (year of creation). Title of the work in italics [type of medium]. Information about the institution holding the work.

### a. Citations in Bibliography

Švabinský, M. (1920). *Fantastická květina* [xylograph]. In Brno. Moravská galerie. C 4372.

Glücklich, S. (c1910). *Portrét dámy (oboustranná malba)* [painting]. In Brno. Moravská galerie. M 384.

### b. In-text citations

(Švabinský, 1920)

(Glücklich, c1910)

## 9.3. Paintings, sculptures and other audiovisual media with a known artist available online

Abbreviation/Short name	Title of the work in italics [media type] (year of creation of the work, if known). Retrieved [date found d.m.r] from URL .
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### a. Citation in the list of abbreviations

Malba1	<i>Olympia</i> [painting] (1863). Retrieved [dd.mm.rrrr] from <a href="https://fr.wikipedia.org/wiki/Édouard_Manet#/media/File:Edouard_Manet_-_Olympia_-_Google_Art_Project.jpg">https://fr.wikipedia.org/wiki/Édouard_Manet#/media/File:Edouard_Manet_-_Olympia_-_Google_Art_Project.jpg</a> .
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### b. Citations in Bibliography

*Olympia* [painting] (1863). Retrieved [dd.mm.rrrr] from [https://fr.wikipedia.org/wiki/Édouard\\_Manet#/media/File:Edouard\\_Manet\\_-\\_Olympia\\_-\\_Google\\_Art\\_Project.jpg](https://fr.wikipedia.org/wiki/Édouard_Manet#/media/File:Edouard_Manet_-_Olympia_-_Google_Art_Project.jpg) .

### c. In-text citations

(Malba1)

## 9.4. Paintings, sculptures and other audiovisual media with unknown artist unavailable online

It follows the same procedure as for manuscripts or archival materials.

Abbreviation/Short name	Title of the work in italics [media type] (Year of creation of the work, if known). Information about the institution holding the work.
-------------------------	---

### a. Citation in the list of abbreviations

Rytíř	<i>Rytíř - sculpture</i> [sculpture] (1862). In Brno. Moravská galerie. U 23686.
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### b. Citations in Bibliography

*Rytíř - sculpture* [sculpture] (1862). In Brno. Moravská galerie. U 23686.

### c. In-text citations

(Rytíř)

## 9.5. Tables, charts, pictures

Tables, graphs and figures are described directly below the illustrations in the text and then in a separate list of illustrations at the end. If the illustration is also available on an external online source, a url or specific text may be included.

Pic. serial number. *Description of illustration.* Visualisation. Available at url

### a. Citations in the list of illustrations

Pic. 1. *Gephi visualisation of the network graph of editors' collaboration on issues between 2003-2021.* Visualisation by Tereza Menšíková. Available at <https://journals.phil.muni.cz/sacra/overview> .

### b. Quotes in the text below the picture

Pic. 1. *Gephi visualisation of the network graph of editors' collaboration on issues between 2003-2021.*

## V. Examples of citation style - Sources

### 1. Critical edition of a source with a well-known author:

Author (Year of publication). *Title of source*. Transl. Abbreviated first and last name of the translator. In abbreviated first and last name of the editor (Ed.). Title of the edition. (Editorial series and its number). City of publication.

#### a. Citations in Bibliography

Petr Chelčický (2012). *Siet viery*. In Jaroslav Boubín (Ed.). Prague: Historický ústav.

Ioannes Malalas (1831). *Chronographica*. L. Dindorf (Ed.). Bonn: Weber.

Adamus Bremensis (1846). *Gesta Hammaburgensis ecclesiae pontificum*. In G. H. Pertz (Ed.). *Adami Gesta Hammaburgensis ecclesiae pontificum*. Hannoverae: Bibliopolii Hahniani.

Tolkien, J. R. R. (2003/1992). *The Silmarillion*. In Ch. Tolkien (Ed.). Prague: Mladá fronta.

#### b. In-text citations

(Petr Chelčický, 2012: 124)

(Tolkien, 2003: 20)

### 2. Critical edition of a source without a well-known author:

Abbreviation/Short name	<i>Title of source</i> (Year of publication). Translated by. Abbreviated first and last name of the translator. In abbreviated first and last name of the editor (Ed.). Title of edition. (Editorial series and its number). City of publication.
-------------------------	---

#### a. Citation in the list of abbreviations

Epos o Gilgamešovi	<i>Epic of Gilgamesh</i> (2003). In A. R. George (Ed.). <i>The Babylonian Gilgamesh Epic: Introduction, Critical Edition and Cuneiform Texts I-II</i> . Oxford: Oxford University Press.
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Didache	<i>La doctrine des douze apôtres (Didache)</i> (1998/1979). In W. Rordorf & A. Tuilier (Eds.). (Sources chrétiennes 248). Paris: Le Cerf.
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#### b. Citation in Bibliography

*Epic of Gilgamesh* (2003). In A. R. George (Ed.). *The Babylonian Gilgamesh Epic: Introduction, Critical Edition and Cuneiform Texts I-II*. Oxford: Oxford University Press.

*La doctrine des douze apôtres (Didache)* (1998/1979). In W. Rordorf & A. Sources chrétiennes 248. Paris: Le Cerf.

#### c. In-text citations

Commentary citation, etc.: (Epic of Gilgamesh, 560)

Source citation: (Epic of Gilgamesh II,46-48)

### 3. A critical edition of a source without a well-known author, which is part of a corpus of sources:

Abbreviation/Short name	Title of source (Year of publication). Translated by. Abbreviated first and last name of the translator. In Abbreviated first name and surname of the editor (Ed.). <i>Name of edition</i> (pp. range of pages). (Editorial series and its number).
-------------------------	---

City of publication.

**a. Citation in the list of abbreviations**

Lyonský řád	Lyonský řád (2019). In D. Zbiral (Ed.). <i>Pokřtění ohněm: Katarské křesťanství ve světle pramenů (12.-14. století)</i> (pp. 243–250). Praha: Argo.
APS	Actus Petri cum Simone (1891). In R. A. Lipsius & R. Bonnet (Eds.). <i>Acta Apostolorum Apocrypha I</i> (pp. 45–77). Leipzig: Hermann Mendelsohn.

**b. Citation in Bibliography**

Order of Lyon (2019). In D. Zbiral (Ed.). *Baptised by fire: Cathar Christianity in the light of the sources (12th-14th centuries)* (pp. 243-250). Prague: Argo.

Actus Petri cum Simone (1891). In R. A. Lipsius & R. Bonnet (Eds.). *Acta Apostolorum Apocrypha I* (pp. 45-77). Leipzig: Hermann Mendelsohn.

**c. In-text citations**

(Order of Lyons, 247-248)

**4. Critical edition of the corpus of sources:**

If it is a translation, the translator is given instead of the editor.

Abbreviation/Short name	Title of source (Year of publication). Translated by. Abbreviated first and last name of the translator. In Abbreviated first and last name of the editor (Ed.). <i>Name of the edition</i> . (Editorial series and its number). City of publication.
-------------------------	---

**a. Citation in the list of abbreviations**

NTG	<i>Novum Testamentum Graece</i> (1979). In E. Nestle & K. Aland (Eds.). Stuttgart: Deutsche Bibelgesellschaft.
-----	--

**b. Citation in Bibliography**

*Novum Testamentum Graece* (1979). E. Nestle & K. Aland (Eds.). Stuttgart: Deutsche Bibelgesellschaft.

**c. In-text citations**

Commentary citation, etc.: (NTG, 205)

Source citation: (Mat 1,2–16)

**5. Translation of a self-published source with a well-known author:**

If it is an edition, the editor is given instead of the translator.

Author. *Name of the source*. Transl. Abbreviated first and last name of translator (Year of publication). City of publication.

**a. Citations in Bibliography**

Plato (2005). *Phaedo*. Translated by. F. Novotný. Prague: Oikúmené.

Kosmas (1975). *Kosmas's Czech Chronicle*. Translated by. L. Hrdina. Prague.

**b. In-text citations**

(Plato, 2005: 54)

(Kosmas, 1975: 20)

**6. Translation of a source without a generally known author, which is part of a corpus of sources:**

Abbreviation/Short name	Title of source (Year of publication). Translated by. Abbreviated first and last name of the translator. In Abbreviated first and last name of the editor (Ed.). <i>Title of corpus</i> (pp. range of pages). (Editorial series and its number). City of publication.
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**a. Citation in the list of abbreviations**

SkPt	Skutky Petrovy (2003). Transl. R. Dostálová. In J. A. Dus (Ed.). <i>Příběhy apoštolů: Novozákonní apokryfy II</i> (pp. 105–167). Praha: Vyšehrad.
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**b. Citation in Bibliography**

Skutky Petrovy (2003). Transl. R. Dostálová. In J. A. Dus (Ed.). *Příběhy apoštolů: Novozákonní apokryfy II* (pp. 105–167). Praha: Vyšehrad.

**c. In-text citations**

(SkPt 5)

**7. Translation of a source with a well-known author, which is part of a corpus of sources by the same author:**

Author (Year of publication). Title of source. Transl. Abbreviated first and last name of the translator. In Author. *Name of corpus* (pp. range of pages). Abbreviated first name and surname of the editor (Ed.). City of publication.

**a. Citations in Bibliography**

Philo of Alexandria (2002). On the Creation of the World. Transl. M. Šedina. In Philo of Alexandria, *On the Creation of the World. On Gigantes. On the immutability of God* (pp. 203–416). Prague: Oikoumene.

**b. In-text citations**

(Philo of Alexandria, 2002: 206)

**8. Translation of a source with a well-known author, which is part of a corpus of sources by various authors:**

Author (Year of publication). Title of source. Transl. Abbreviated first and last name of the translator. In Abbreviated first and last name of the editor (Ed.). *Title of corpus* (pp. range of pages). (Editorial series and its number). City of publication.

**a. Citations in Bibliography**

Filostratos (1970). Životopis Apollóna z Tyany. Přel. F. Štuřík. In R. Dostálová et al. (Eds.). *Antická próza: O cizích osudech* (pp. 141–395). Praha: Odeon.

Jan Malalas (2003). Svědectví Jana Malaly. Přel. R. Dostálová. In J. A. Dus (Ed.). *Příběhy apoštolů: Novozákonní apokryfy II* (pp. 164–167). Praha: Vyšehrad.

**b. In-text citations**

(Jan Malas, 2003: 165)



## 9. Submission of a corpus of sources without an author and an obvious translator/editor:

Abbreviation/Short name	<i>Title of source</i> (Year of publication). City of publication: Publisher.
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### a. Citation in the list of abbreviations

Bible	<i>Bible: Písmo svaté Starého a Nového zákona: Český ekumenický překlad</i> (2008/1985). Praha: Česká biblická společnost.
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### b. Citations in Bibliography

*Bible: Písmo svaté Starého a Nového zákona: Český ekumenický překlad* (2008/1985). Praha: Česká biblická společnost.

### c. In-text citations

Citace komentáře, apod.: (Bible, 1287)

Citace pramene: (Mt 5–7)

## 10. Sources stored in archives:

The source must be cited in such a way that it is unmistakably traceable. Individual entries are ordered from most general to most specific.

Abbreviation/Short name	Archive name. Location of the archive. The mark and name of the fund. Manipulative number. Signature. Filing number or carton number. Inventory number. Name of carton. <i>Title or description of the source in italics</i> . (Extent of pages/folio).
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### a. Citations in the list of abbreviations

KSZ1	Moravský zemský archiv. Brno. B124 Krajský národní výbor. III. man. Sg. 1812 círč/3. Ev. č. 2585. Sledování vývoje církevního života. Církevní politika. <i>Odbor pro věci církevní rady MNV v Brně. Situační zpráva za I. čtvrtletí 1957.</i> (pp. 1-8).
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### b. Citations in Bibliography

Moravský zemský archiv. Brno. B124 Krajský národní výbor. III. man. Sg. 1812 círč/3. Ev. č. 2585. Sledování vývoje církevního života. Církevní politika. *Odbor pro věci církevní rady MNV v Brně. Situační zpráva za I. čtvrtletí 1957.*

### c. In-text citations

(KSZ1, 5)

## 11. Manuscripts and old prints in archives and libraries:

Abbreviation/Short name	Author. <i>Title of the source in italics</i> . City of deposit. Name of institution. Name of the fund. Signature. Scope (usually folio).
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**a. Citations in the list of abbreviations**

O obnovení | Lukáš Pražský. *O obnovení církve svaté*. Praha. Národní knihovna České republiky. České rukopisy. XVII.E.31. fol. 1<sup>r</sup>–316<sup>v</sup>.

**b. Citations in Bibliography**

Lukáš Pražský. *O obnovení církve svaté*. Praha. Národní knihovna České republiky. České rukopisy. XVII.E.31. fol. 1<sup>r</sup>–316<sup>v</sup>.

**c. In-text citations**

(O obnovení, fol. 2<sup>r</sup>)

**12. A large corpus of journals used as sources where there are no substantial authors:**

Title of the periodical in italics, years and comma-separated list of years in italics and years of publication in parentheses.

**a. Citations in Bibliography**

Český bratr, ročníky 24 (1948), 25 (1949), 26 (1950), 27 (1951), 28 (1952), 29 (1953).

**b. In-text citations**

(*Český bratr*, 1951, 3: 45–46)