

## **Recommended format for the list of publications and citations – candidates for the associate professorship or full professorship at the Faculty of Humanities, Charles University**

Valid as of 31 March 2025.

**PLEASE MAKE TWO SEPARATE FILES: ONE FOR PUBLICATIONS, ONE FOR CITATIONS**

### **List of Publications**

The list of publications should include all scholarly, pedagogical and popular science publications by the candidate ( for articles of lower importance, such as articles in daily press, please indicate the total number, e.g. „12 articles in the Respekt weekly magazine dated 2005 – 2015).

The publications which are counted in the minimum required number must meet the following criteria : a) the listed publications are of scholarly/scientific nature, b) they have been peer-reviewed, c) they have an assigned ISBN or ISSN number, d) their length is not less than 5 pages.

Publications which fail to meet any of the above mentioned criteria a) – d) are listed, but will not be counted in the minimum required number.

„In print“ publications (accepted for publication but not yet released) can be listed but will not be counted in the minimum required number, with the exception of pre-prints published on journal websites.

Articles or texts published in journals or books listed in the predatory journals database do not count (including cases where the publishing house which has published the journal is on the list of predatory publishers) – see the „ Beall’s list.

For co-authored publications, the candidate indicates their authorship share and specifies whether they are a first author or a corresponding author.

The list of publications must be dated and the printed version must be signed by the candidate.

The candidates for the associate or full professorship indicate the required bibliographic information for the essential types of publications. The method below complies with the requirements of Charles University rectorate. The candidate may choose a different order or a different graphical method of listing the bibliographic information in accordance with the specifics of the subject-area. The entries must include all the required bibliographic information (including ISBN/ISSN and the page range).

The ISBN and ISSN codes may be omitted for major publications (such as popular science books) which are not counted in the minimum required number of publications.

Please follow the instructions in the sample document (List of Publications\_FORM) and divide your publications in the categories as listed in the sample document available on the FHS website [here](#).

Please mark the duplicates (such as translations of the original text in a different language).

### Examples:

KABELE, Jiří. *Z kapitalismu do socialismu a zpět*. 1. vyd. Praha: Karolinum, 2005. ISBN 80-246-1127-9. 580 s.

SOKOL, Jan. „Europa als Utopie und Aufgabe.“ In: Olivier MENTZ, Raja HEROLD (edd.). *Gibt es ein Wir? Reflexionen zu einer europäischen Identität*. Berlin: LIT Verlag 2014. ISBN 978-3- 643-12765-5, s. 142-173.

SKŘEJPEK, Michal. „Starověký Řím,“ „Dějiny politického myšlení ve starověku,“ „Právní vývoj ve starověku.“ In: KOLEKTIV AUTORŮ PRÁVNICKÉ FAKULTY UK. *Dějiny evropského kontinentálního práva*. 2 doplněné vydání. Praha: Linde Praha a.s. 2004, ISBN 80-7201-490-0, s. 78-97, 689-698, 699-708.

HLOBIL, Ivo. „Die tschechische Kunstforschung und die Bronzegruppe des hl. Georg auf der Prager Burg.“ *Umění*, 2007, 55, 1, ISSN 0049 5123, s. 3-27.

KUTHAN, Martin, DEVAUX, Frederic, JANDEROVÁ, Blanka, SLANINOVÁ, Ivana, JACQ, Claude, PALKOVÁ, Zdena. „Domestication of wild *Saccharomyces cerevisiae* is accompanied by changes in gene expression and colony morphology.“ *Molecular mikrobiology*, 2003, 47, ISSN 1365-2958, s. 745-754. IF (2003) = 6.203. Authorship share 1/6, the candidate is not the first author.

SCHILLER, Nina Glick, BASCH Linda, BLANC, Cristina Szanton. „From immigrant to transmigrant: Theorizing transnational migration.“ *Anthropological Quarterly*, 1995, 68, 1, ISSN 0003-5491, s. 48-63. IF (1995) = 0,878. Authorship share 60 %, first author.

RIEGL, Alois. *Moderní památková péče*. (*Der moderne Denkmalkultus. Sein Wesen und seine Entstehung*, Sien-Leipzig, 1903) Translation, editing and afterward by HLOBIL, Ivo. Praha: Národní památkový ústav 2003. ISBN 80-86234-34-7. 172 s.

## List of Citations

Citations can only be accepted if they meet the following criteria:

The cited article meets the conditions for being recognised as a creditable scholarly publication, i.e. the candidate is its author and the article a) is of scholarly nature b) was peer-reviewed, c) has an ISBN or an ISSN, d) is not less than 5 pages long, and at the same time, the citing article a) is of scholarly nature, b) has an ISBN or an ISSN.

In other words, the citation is only counted if a published academic text is cited by another published academic text (e. g. a citation of the candidate's article published in a scholarly journal is published in a scholarly monograph). Citations involving university theses (dissertations, etc.) or articles from popular journals and daily press, or citations of publications where the candidate is only the editor, are also excluded.

**Method of counting:** You will need to track the number of texts citing each of your academic texts, not every single mention of your publication. Even if more than one reference is made to a particular publication in a single citing article, this is only counted as one citation.

You may indicate the pages on which references to the cited work appear in the citing articles.

**Citation Source:** please indicate if the citations are listed in the Web of Science, Scopus, Google Scholar, or other citation databases, or if you have found them via your own search. For citations from the Web of Science and Scopus, please provide printscreens of the corresponding pages where the citations are listed.

**Self-citations:** According to Charles University regulations „the citation is a self-citation if the candidate is on the list of authors of the cited as well as the citing article.“ Self-citations cannot be included in the total number of citations.

Self-citations by co-authors of the candidate's publications are also excluded from the list (e.g. an author cites an academic text where the candidate is a co-author)

**A review** of a scholarly monograph (or a review essay or review paper dedicated to the aforementioned monograph) published in a peer-reviewed scholarly journal or monograph is counted as a citation. Reviews of volumes where the candidate is only an editor are not counted as citations.

Texts mentioned in library bibliographies are not counted as acceptable citations.

It is recommended to divide the list of citations into two parts. The first part includes citations that meet all the conditions listed so far. In the second part, you may list citations that are problematic in some respect, such as:

- a review of an edited volume, where the candidate is the author of only one chapter.
- the candidate is only the editor of the cited/reviewed work
- Cited or citing article does not meet one of the eligibility conditions, but it is a significant citation (the importance of which must be justified)

The list of citations must be dated and the printed version must be signed by the candidate.

**Recommended format:**

Candidates's cited text: full bibliographic citation as mentioned in the instructions for the list of publications, the text is formatted in **bold**

Citing articles: full bibliographic citation as mentioned in the instructions for the list of publications; please list the individual citations below the cited text

Please always indicate the source.

*Example:*

**Hroch, Miroslav. „Three Encounters with Karl W. Deutsch.“ *Sociologický časopis/Czech Sociological Review* 2012, 48, 6, ISSN 1210-3861, s. 1115-1129.**

1. Drulák, Petr, and Radka Druláková. „The richness of the liberal tradition in international relations: Karl Deutsch on political community and the European integration.“ *International Relations*, 2014, 28, 3, ISSN 0047-1178, s. 333-349. Citation p. 334, 335, 344, 346.

**Scopus, Google Scholar**

2. Stullerova, Kamila. „In the footsteps of Karl Deutsch: On nationalism, self-determination and international relations.“ *International Relations* 2014, 28, 3, ISSN 0047-1178, s. 313-332. Citation p. 317, 320, 328-330.

**Scopus, Google Scholar**

3. Váňa, Tomáš. „Aplikovatelnost teorie komunikace na zkoumání politických systémů.“ *Acta Politologica* 2014, 6, 2, ISSN 1803-8220, s. 166-186. Citation p. 167, 177, 185.

**Google Scholar**