Guidelines for Contributors

Style of the paper

Academic-scholarly. It should provide a synthetic report of the results of completed research and its conclusions, along with bibliography and other pertinent documentation.

Structure: the usual layout for an academic document. The introduction should contain the description of problem, basic concepts, frame of issues, provide the objective of the research and focus on reviewing literature on the issue. Subsequent chapters should further elaborate on what is the thrust of the undertaken research with a view to proving (or disapproving) the basic premise. Logically, the paper should close with Conclusions, which should tie together the views presented in the previous sections of the work.

Usage of names: for the first time it is obligatory to use full name, e.g. George Walker Bush or Vladimir Putin, or at least the first and the last names: George W. Bush. For the further usage just use the last name like Bush or Putin, but NEVER use initials with the last name: G.W.Bush or V.Putin. All names should meet requirements of English and original language.

Sample of the structure

<table>
<thead>
<tr>
<th>Author</th>
<th>Affiliation</th>
<th>Title of the Paper</th>
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<tbody>
<tr>
<td>Summary (200-300 words)</td>
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<tr>
<td>Introduction</td>
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<td>Conclusion</td>
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<td>Annex Nr. 1 (if needed)</td>
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<td>Annex Nr. 2. (if needed)</td>
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<td>Abbreviations (if needed)</td>
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</tbody>
</table>
Standardized format

Title - Arial 20

No content!

Abstract text Times New Roman 10, Justified (up to 150 words)

Chapters and paragraphs (No "Heading style". Use Normal Style)

1. level – Arial 16

1.1. level – Arial 12 Bold

1.1.1. level – Arial 12

Body Text:

Times New Roman 12, Single space, Normal style, No spacing!, Tabs – 1.27 cm, Justified.

Citations in Text:

if shorter than 40 words : Times New Roman 12, but use quotation marks "...." and footnote reference

if longer than 40 words: - Times New Roman 10 with footnote reference without quotation marks. Empty space before and after quotation.

Tables:

Title above the table!
Tabel 1. Arial 10 Bold.

Figures:

Figure 1. Arial 10 Bold.
Title beneath the figure!
References (all in footnotes! No Harvard style!): see samples

a) Books, edited books (Family Name, N(ame)., Title, Publication Place: Publisher’s Name: year, page(s).


b) Book-section (Family Name, N(ame)., "Title" in Family Name, N(ame)., ed., Title, Publication Place: Publisher’s Name: year, page(s).


c) Periodicals: (Family Name, N(ame)., "Title" in Publication, issue, year, page(s).


d) Periodicals on line:


e) Government sources:


f) News agencies:

PAP-ELTA, *Baltic States are worried on the statement of Mr. W. Perry*, 30 September, 1996.
g) No author but institution


h) Unpublished papers


i) Interview, private communication

Interview with Mr. Kazys Petraitis, the third secretary of the Second Department of the Lithuanian Ministry of Foreign Affairs, 31 December, 1999.

j) Extra information: all possible extra information may be put after the reference in the framework of simple brackets (…….)


k) Repeated references:

First time:


Second time:


Several times in consequence:

69 *Ibidem*, p. 43
Publication ethics and publication malpractice statement

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