

Approved by the Council of the Faculty of Law
Vilnius University

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Vilnius University

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Vilnius University

On 27 October 2016 by Decree No 2

VILNIUS UNIVERSITY FACULTY OF LAW

Methodological Requirements for Research Paper and Master's Thesis Preparation

The Council of the Faculty of Law of Vilnius University agrees:

1. to modify the methodological requirements for Research paper and Master's thesis preparation of the Faculty of Law of Vilnius University by providing that the students of the Faculty of Law should prepare their Research paper and Master's thesis in accordance with these methodological requirements. The methodological requirements are to be applied *mutatis mutandis* to the preparation of other kinds of written work (papers, essays, etc.) The requirements are not applied to the scientific works written in a foreign language submitted by Erasmus and other exchange-programme foreign students at the Faculty of Law.
2. to provide that the methodological requirements for Research paper and Master's thesis preparation of the Faculty of Law of Vilnius University should be applied to the students of the programme "LL.M. International and European Union Law" from 6 February 2017.

METHODOLOGICAL REQUIREMENTS FOR RESEARCH PAPER AND MASTER'S THESIS PREPARATION

Part I. Written Work Structure and the Content of Structural Parts

1. General Provisions

1.1. The Research paper and Master's thesis are to be prepared in accordance with these methodological requirements (hereinafter – the Requirements). The Requirements were prepared on the basis of the methods¹ for composing the bibliographic references and their lists in study or research works; the procedure² of publishing court decisions, judgements, rulings

¹ BLIŪDŽIUVIENĖ, Nijolė. Pagrindinės bibliografinių nuorodų standarto taisyklės ir pavyzdžiai: mokomoji knyga. Vilnius: Akademine knyga, 2015.

² Procedure of publishing court decisions, judgements, rulings and orders online adopted on 9th September 2005 by Judicial Council Resolution No. 13 P- 378

and orders online; as well as the recommendations³ on the presentation of the references to the EU legislation in the laws and other legal acts; and other legal acts.

1.2. The extent of the Research paper is 1-1.5 quires, and the extent of the Master's thesis is 2.5-3 quires⁴.

1.3. All Research papers and Master's theses (hereinafter – written works) should include a title page, table of contents, introduction, body text, conclusions, list of references. The Research paper and Master's thesis should also have an abstract in the language of written work. The extent of the abstract of the Research paper is from 800 up to 1000 characters (including spaces), Master's thesis – from 1600 to 2000 characters (including spaces). Provided an abstract is written in other language than English, the title of the work in the abstract has to be presented in English too.

1.4. The written work must be carried out independently.

2. Title Page

2.1. The title page (an example provided in Annex 1) must include:

2.1.1. The name of the Department (in which the work is written);

2.1.2. The name, surname, study year, academic group (or a branch of study) of the student writing the work;

2.1.3. The type of the written work (Research paper, Master's thesis, essay, paper, etc.);

2.1.4. The title of the written work in the language of written work and English;

2.1.5. The teaching position, scientific degree (if available), name and surname of the supervisor of the written work;

2.1.6. The teaching position, scientific degree (if available), name and surname of the reviewer, if the work is to be reviewed;

2.1.7. The year and place (city) of the written work.

3. Table of Contents

3.1. The table of contents is presented in a new page after the title page (an example provided in Annex 2).

3.2. The numbering of pages begins with the page of the table of contents, which is considered to be the first page of the written work.

3.3. The table of contents should indicate every structural part of the written work and its page number. If the structural parts are numbered or marked before their titles, correspondingly, the numbering or marking should appear in the table of contents.

4. Introduction

4.1. The introduction should include the discussion of the following issues: the relevance of the topic, aims, tasks, objectives and methods, originality (only applies to the Master's thesis), the most important sources.

4.2. Each issue provided in paragraph 4.1 is to be discussed in the introduction and in a separate paragraph.

4.3. By defining the relevance of the topic, the author of the work should present her/his opinion on the relevance of the topic under the discussion in the context of law theory and practice and possible manifestations of its relevance.

4.4. The purpose of naming the aim, tasks and object of the written work is to define the limits of the work research. This introductory part should precisely indicate what questions are going to be answered and (or) what questions are going to be considered in the work, and what questions are going to be omitted. In addition, the reasons for choosing the research topic and

³ A new wording ordered by the Director General of the Law European Department under the Lithuanian Ministry of Justice on 25 September 2006. Order no. 129KKK. Official Gazette, 2006, no. 105-4035.

⁴ 1 quire consists of 40 000 characters (including spaces).

the ways of revealing the topic are explained. Introduction should include a precisely defined object of research.

4.5. The description of research methods should include the explanation of what methods were applied in the work and how each of these methods was actually used.

4.6. By presenting the originality of the Master's thesis, the author is to review the research on the topic and to explain why his/her work stands out from the previous research works and what are his/her new (for example, aims, objects, research aspects, etc.).

4.7. The description of the sources must include coherently indicated types of sources with an explanation of what sources, in the author's opinion, were more important in the research and why, as well as the reasons that led to choosing the exact sources (authors' monographs and other special literature, legal acts, etc.).

5. Body Text

5.1. The body text is to be based on a coherent structure. The research findings are to be presented smoothly, avoiding excessive claims and repetitions. It is also recommended to avoid everyday kind of sayings, reflexions, etc.

5.2. The work shall not analyse issues that are not related to the topic, while the issues under discussion have to be discussed comprehensively and in a multifaceted way.

5.3. The body text includes the analysis of legal regulatory acts, practice, legal doctrine and legal literature. It is recommended not to base the analysis on non-scientific sources, such as various media publications, news agencies' publications, etc. unless the author believes that this kind of source is necessary for a comprehensive discussion of the problem under research.

5.4. The analysis of the legal doctrine and legal literature should include the comparison of scientific concepts and positions; their differences should be highlighted and the author's opinion on the concepts and positions under discussion should be presented.

5.5. Each part of the text, which addresses a relatively independent issue, is to be separated structurally: part, chapter, and sub-chapter.

5.6. When the work includes citations or other author's claims, at the end of the corresponding sentence (paragraph), a footnote or other kind of reference specifying the author and a source, in which they were originally published, is obligatory.

5.7. The author of the research work should use statements, which indicate the presence and deny the presence of a certain kind of statistical data or facts, only if the author can justify the accuracy of the data. Accordingly, at the end of statements, a footnote or other kind of reference shall be included with the information or circumstances confirming the source or, if such sources are not available, the author's explanations on what basis she/he concludes that these data or facts are accurate and current.

6. Conclusions

6.1. Conclusions have to be formulated so that they would fully correspond to the tasks and implicit questions of the work, and the aim would be achieved.

6.2. The purpose of conclusions is not to summarize the body text. Conclusions have to be formulated in a form of concrete and unambiguous sentences reflecting the research findings and the author's position on a particular research aspect.

6.3. Conclusions shall not address the issues that were not analysed in the work. Conclusions shall not include citations or references to other sources.

6.4. Conclusions must be numbered.

6.5. In addition to the conclusions, proposals are possible (for example, regarding legal act amendments, etc.), if they are appropriate in the light of aim and tasks.

7. List of References

- 7.1. The list of references indicates all the sources used throughout the process of preparing the work.
- 7.2. The list of references is presented in a new page; it should be presented after the conclusions – before the abstract.
- 7.3. The list of references is prepared in accordance with the following principles:
 - 7.3.1. The list must include all sources used in the scientific research and specified in the written work (in the text and footnotes);
 - 7.3.2. The list shall not include the sources that were not specified in the written work (in the text and footnotes).
- 7.4. Sources on the list have to be categorized and numbered. The list has to include the main categories of sources: regulatory legal acts, special literature, court jurisprudence and other practical material (for example, documents of international organizations, collective agreements, etc.). If needed, these categories can be divided into sub-categories (for example, the regulatory material – into international treaties, European Union legal acts, national legal acts, etc.) and (or) separate other categories of sources (for example, *travaux préparatoires*).
- 7.5. Categories (sub-categories) are to be indicated in the following order:
 - 7.5.1. Regulatory legal acts - by legal force (for example, Constitution, constitutional laws, codified laws, other laws, secondary legislation). Legal acts of equal legal force shall be indicated alphabetically. International legal acts (international treaties, etc.) and European Union legal acts (regulations, directives, etc.) are to be sub-categorized.
 - 7.5.2. Special literature (monographs, commentaries, textbooks and other books, etc.) is to be presented alphabetically by author's name (first letter), and, if the author is not specified – alphabetically by the first letter of the first title word;
 - 7.5.3. Court jurisprudence is presented according to the judicial levels (homogeneous court instances), starting from the highest judicial level (international and European Union judicial authorities' decisions, according to their levels, are presented before the national courts). In case foreign court decisions are presented, they have to be subcategorized according to separate countries;
 - 7.5.4. *Travaux préparatoires* (draft documents prepared by various institutions, legal act-explanatory texts, court case files, except the court decisions, that are presented in the practical part, research, etc.) – categorized by separate subjects and dates of issuance.
- 7.6. The special literature is to be presented in the following language sequence: the English and other Latin languages; the Russian and other Slavic languages; other languages.

Part II. Text Formatting and Writing Requirements

8. Text Formatting and Layout

- 8.1. Written works should be written in a correct English (Russian) language and printed on A4 sheets. Text is to be printed only on one side.
- 8.2. The text is written in font *Times New Roman*.
- 8.3. Marginals: Top margins 2 cm; Bottom 2 cm; Left 3,17 cm; Right 2,54 cm
- 8.4. Font size: text – 12 pt, footnotes – 10pt.
- 8.5. Spacing between lines – 1.5, between footnote lines – 1.0.
- 8.6. Text alignment – mutual.
- 8.7. Spaces between the words – single. The spacing between text characters must be of a standard size (0 pt).
- 8.8. Pagination – page numbers at the bottom center of the page, font size – 10 pt (cover page shall not be numbered).
- 8.9. The first paragraph of each structural part is started from the left edge of the sheet; all other paragraphs are pulled out from the left edge by 0.5-1 cm.

- 8.10. The first letters of the headings of structural parts are capitalized. The full stop is not put at the end of the heading.
- 8.11. The biggest structural part of the written work should begin in a new page. Between the paragraph text and the heading of the following structural part, as well as, between the heading of the structural part and the structural part text, a single line spacing should be left.
- 8.12. It is not recommended to use the text in bold or underlined font, except for the headings of structural parts and in cases when the author intends to emphasize an important statement or a word.
- 8.13. The written work should coherently adhere to a once selected text writing style: legal acts, dates, numbers, definitions, abbreviations, etc. throughout the written work should be written in such a way as they appear for the first time. In case the legal acts, names of institutions and other terms are defined by abbreviations, the same terms are always to be used with the same abbreviations.
- 8.14. When only a title of structural part and (or) a small portion (2-3 lines) of the text of structural part remains in the end of the page, it is recommended to move this part of the text to the next page.
- 8.15. Written work is to be submitted printed neatly bound and duly registered in Vilnius University Information System. Written work sheets shall not be placed in clear plastic paper sleeves.

9. Date Writing

- 9.1. The dates are recommended to be written as provided in the example: “1 January 2010” (mixed mode) or “2010-01-01” (digital mode). The work should include only one mode of date writing.

10. Legal Act Title Writing

- 10.1. The name of the country in the legislation titles have to be written fully (For example: “Republic of Lithuania”, “Ukraine Republic”, “Russian Federation”).
- 10.2. If the text contains law titles with the name of the country, after these words the law title starts with a small letter.
- 10.3. If the text contains law titles without the name of the country, the law title begins with a capital letter.
- 10.4. In cases when there is a new recast of the law adopted, the footnote should include the sources of official publication of the previous recast of the law and the official publication of the new recast of the law, indicating the dates of the two recasts. If the legislation since its adoption has had amendments and supplements, but no new recasts, only the original source of the publication is to be provided together with the note “amended and supplemented”.
- 10.5. International legal act titles are to be written in the language of written work; additionally (in brackets), the title in the original language (in which the act was adopted) may be indicated. In addition, the date, title and source of publication, including Internet sites, of the legal act must be indicated.

Example: Human Rights and Fundamental Freedoms Convention Fourth Protocol. *The Gazette*, 1995, No. 40-987.

- 10.6. By indicating the legislation of international organizations (institutions), the author must include the adoption date, the name of the institution, the legal act title, number, and the source in which the act was published, including Internet sites. The legal act is presented in the language of written work; the official title of the act in the language of an international organization (institution) can be specified in the brackets.

Example: Recommendation CM / Rec (2010) 5 of the Committee of Ministers to member states on Measures to combat discrimination on grounds of sexual orientation or gender identity,

identified practices are appropriate on 31 March 2010 by the Committee of Ministers of the Council of Europe) [interactive]. [reviewed in 14 October 2014]. Available at: <<https://wcd.coe.int/ViewDoc.jsp?id=1606669>>

10.7. The European Union legal act must be indicated by the following order: the date of adoption, the names of institution or institutions, the type of legal act (written in small letters), number and full title. The European Union legal act numbers and the title(s) abbreviations that were used at the time of its adoption and in a specific European Union legal act are to be indicated.

Example: 26 February 2009. Council Regulation (EC) No. 207/2009 on the Community trade mark;

29 April 2004. European Parliament and Council Directive 2004/82 / EC on the obligation of carriers to communicate passenger data.

10.8. The title of the European Union legal act, which was published in the *Official Journal of the European Union*, is to be indicated. If the European Union legal act text is not translated into the language of written work, the title is to be translated into the language of written work in accordance with European Union law terminology, and to be indicated together with the title of the European Union legal act in a foreign language.

10.9. By indicating the European Union legal act publication source, the author should indicate the English abbreviation (OJ) of the EU Official Journal, the year of publication, series (L, C, CE), edition number and page indicating the beginning of the act. In case the European Union legal act was adopted before 2004 May 1 and published in the special editions of the Official Journal, the author must indicate the abbreviation of the Official Journal (OJ), year and sign indicating its special edition, chapter, volume and page indicating the beginning of the act.

Example: OJ 2004. *Special Edition*, Chapter 8, Volume 3, p. 74th.

10.10. Legislation Articles, parts and paragraph numbers are to be written in numerals. The words “article”, “part”, “paragraph” in the text may be shortened. Books, sections of laws are to be indicated as in the official legal act text (in various legal acts, Roman numerals or words, etc. may be used). They are not abbreviated.

11. Court Decision Writing

11.1. If the text or footnotes are based on the court decisions, the official name of the court is to be indicated. It is recommended not to shorten the name of the courts, unless it is a well established practice.

11.2. If the court has separate departments (units), the name of the department (unit) that has made the decision has to be indicated.

11.3. It is required to indicate the country’s name, name of the court (or its abbreviation), date of the decision, the case number and/or title, as well as its source, in which the decision was published, including Internet sites. If the text is based on a court decision, but the analysis is aimed at the decision description in the doctrine (not the exact text of the decision), then, in the footnote, it should be noted that it is “cited by” the corresponding doctrine source (reference is made in accordance with the requirements for indicating the references to the doctrine sources provided in this document).

Example: Lithuanian Supreme Court Civil Division of the panel of judges. *31 January 2014. civil case UAB „Andova” v. BAB Bankas SNORAS, No. 3K-3-14/2014.*

11.4. If the court decision (ruling) was published in the official bulletins of court jurisprudence, relevant publication name, number and pages may be also indicated.

11.5. If the text is based on the court decision (ruling) that was not published in the official journals or databases, then the author should indicate in the brackets that the decision (ruling) under discussion was not published and a case file or other source was in use.

11.6. By using the European Court of Justice (the Court of Justice, the General Court (to be noted, prior to 1 December 2009, before the Lisbon Treaty came into force, the name of the

court had been the Court of First Instance) and specialized courts) decisions, the author has to indicate the references in line with the European Union Court of Justice-established procedure of the European Union Court of Justice under ECLI (European case law identifier), published on the website http://curia.europa.eu/jcms/jcms/P_126035/.

Examples: European Court of Justice. 12 July 2005. Decision *Shempp judgment* C-403/03, EU: C: 2005: 446th;

European Court of Justice. 15 January 2013. Decision *Spain / Commission* T-54/11 EU: T: 2013 : 10.

11.7. By indicating the International Court of Justice, the European Court of Human Rights (and other international courts or arbitration) decisions, the author has to write the name of the court, date of the decision, case number and (or) name, as well as the source, where the decision was published, including Internet sites the language of written work is to be used (in addition, one of the official languages of the court may be used).

Examples:

The European Court of Human Rights. 21 February 1975. Solution *Golder v United Kingdom*, Case no. 4451/70, § 37-38, Series A no. 18;

The International Court of Justice. 6 April 1955. Solution *Notebomo Case (Liechtenstein v Guatemala) / International Court of Justice in Nottebohm (Liechtenstein v. Guatemala) case*, Judgement of April 6th, 1955. I.C.J. Reports, 1955;

The International Court of Justice. 3 February 2012. Solution *Jurisdictional immunities case (Germany v. Italy)* [interactive; reviewed in 29 October 2014.]. Available at: <<http://www.icj-cij.org/docket/files/143/16883.pdf>>.

12. Word Writing

12.1. Russian words are to be written in Russian Cyrillic.

12.2. Latin and terms in other than the language of written work are to be written in italics.

12.3. When the text includes a foreign equivalent used for the language of written work term in brackets, it is to be written in italics (without quotation marks) (eg. dismissal (Fr. *licenciement*)).

13. References

13.1. References may appear in a form of the footnotes or brackets, however, the author may not use both methods simultaneously.

13.2. Footnotes can be used not only in order to indicate a reference to a relevant source of information, but also as an in-depth explanation and justification of a certain statement, the fact mentioned in the text (for this purpose, footnotes can be used also in case when references to sources of information are indicated in the square brackets).

13.3. If the footnotes are used in the text, the corresponding source name is indicated as it is in the list of references, and after a comma, a page or article number is to be indicated. When introducing a legal act in the text, a footnote should have an official publication source, as well as, where applicable, the institution name, adoption date, name and number.

13.4. It is not recommended to use abbreviations in footnotes such as “*cit. op.*” or “*supra, note*”.

13.5. When a cited source was mentioned in a previous footnote, this source can be specified using the footnote “*ibid.*” or “*idem*” and, if necessary, another article or page may be added.

13.6. In the references, sources are provided in accordance with the Requirements, paragraph 1.

14. Source Writing in the List of References

14.1. Legal acts:

14.1.1. Normative legal acts published in the Official Journal, in the list of references, are to be written fully in the language of written work followed by a full stop, then the official journal name is to be written in italics, after a comma – the year of issuance, after the comma – Act number (if available).

Examples: The Constitution of the Republic of Lithuania. *The Gazette*, 1992, No. 33-1014.

Lithuanian Labour Code, Law of Amendments of Articles 150, 181 and 210. *Legislation Register*, 2014-07-22, No. 10428.

14.1.2. Other primary sources (relevant or historical), published in the collection, are to be written fully in the language of written work followed by a full stop and a preposition “from”, followed by the title of the collection in italics, followed by a full stop and the names of the compilers (names are written in lowercases), after a full stop – the location (city) of the issuance, followed by a colon and a publisher or publishing house (if known), after a comma – the year of issuance, after a comma – page.

Example: Two Nations mutual commitment. From *The Lithuanian Legal History Reading Book*. Compilers Gelumbauskiene R. and Šapoka G. Vilnius: Justitia, 2012, p. 65-66.

14.2. The special literature is to be written in the following sequence:

14.2.1. Printed monographs (books or brochures):

14.2.1.1. The author’s surname (required) – written in capital letters, followed by a comma, followed by the name in lower cases or the initials and a full stop.

Example: MIZARAS, V. *Copyright: civil remedies*. Vilnius: Justitia, 2003.

If the work has more than one and not more than three authors or a corporate body, they all must be indicated; after every name a semicolon is to be placed, and the last name is prefixed with the word “and”.

Example: MIKELĖNAS, V.; VILEITA, A. ; and TAMINSKAS A. *Lithuanian Republic Civil Code comment*. The first book. General provisions. Vilnius: Justitia, 2001.

In case of four and more authors, the name of the first author is to be indicated and, after a comma, followed by a phrase “et al.”

Example: AMBRASIENĖ, D., et al. *Comparative Agreement Law: Lithuania in European context*. Vilnius: Justitia 2013.

In case there is a collective book or brochure author (institution), the official name of the collective (institution) is to be written in lowercase letters.

Example: Lithuanian Language Institute. *Lithuanian dictionary* [interactive]. [reviewed in 31 January 2014.]. Available at: <<http://www.lkz.lt/startas.htm>>;

14.2.1.2. After a full stop, the title of the work (headline) is to be indicated in lowercase italics. The headline is followed by a full stop;

14.2.1.3. The subtitle (subheadline) (additional information about the content of the work such as the type of publication, genre, purpose, promoters, etc.) is to be indicated in cases when the clarity or identification (eg. A textbook) is needed. The subtitle is to be written between the colon and a full stop.

Example: MIZARAS, V., et al. *Civil law. General part: the textbook*. Vilnius: Justitia, 2009; ALIGISAKIS M. Labour Disputes in Western Europe: Typology and Tendencies. *International Labour Review*, 1997, vol.136, No.1. P.73-94.

14.2.1.4. Data of issuance:

(A) the place of issuance (city). In the original language of the work. If the work indicates several locations, the one in bold is to be written. If all the locations were written in the same way, the first one is to be indicated. Other locations may also be written in the same order as in the work. If the location of the issuance is absent, the abbreviation (“s.l.”) of the phrase “*sine loco*” is to be added. The location of the issuance is followed by a colon, and if the publisher is not specified (see paragraph B), by a comma;

(B) the publisher or publishing house (if known). The publisher name may be shortened. It is an optional element. If the work has several publishers, the one in bold is to be written. If all the publishers were written in the same way, the first one is to be indicated. Other publishers may also be written in the same order as in the work. The publisher name is followed by a comma;

(C) the date of issuance is to be written as it is indicated in the work. If the issuance date was not specified in the work, the abbreviation (“s.a.”) of the phrase “*sine anno*” is to be added. The date, which is known and not indicated in the work, is to be put in square brackets. The issuance date is followed by a full stop;

14.2.2. Articles published in journals or other periodical or serial publications or one-off publications (collections, conference material, etc.)

14.2.2.1. The information is presented in the order specified in subparagraphs 14.2.1.1-14.2.1.2 (title of the article is not in italics). The title is followed by a full stop;

14.2.2.2. If the article was published in one-off publications (collections, conference material, etc.), the information is to be presented in accordance with subparagraph 14.2.2.1 and subparagraph 14.2.1.1. The source, in which the article was published, is prefixed by the preposition “from”.

Example: KŪRIS, E. Atskiroji nuomonė Konstituciniame Teisme. Pirmosios patirtys. From *Nepriklausomos Lietuvos teisė: praeitis, dabartis ir ateitis*: recenzuotų mokslinių straipsnių rinkinys Liber Amicorum profesoriui Jonui Prapiesčiui. Vilnius: Vilniaus universiteto Teisės fakulteto Alumni draugija, 2012, p. 163-182.

If an article was published in a journal, periodical or serial publications, the preposition “from” is absent.

Example: DRAZDAUSKAS, S. Common European Sales Law: Autonomous Application Problems in Lithuania. *Law*, 2013, Vol. 88, p. 120-128;

14.2.2.3. The source in which the article was published is mandatory. It is to be indicated in lower case letters, except for the first letter of the first word, and italics. The title of the source is followed by a full stop. In case the source is a journal, periodical or serial publication – by a comma;

14.2.2.4. If the article was published in one-off publications, the place of issuance (city) is to be indicated, followed by a colon and a publisher or publishing house (if known), after a comma, the year of issuance is to be specified, then comma and volume or number (in case of journals, periodicals or serial publications), after a comma, page numbers are to be indicated;

14.2.2.5. If the article or other source (book, textbook, etc.) were obtained by using databases, the information on databases is not to be provided.

14.2.3. Dissertations and their summaries:

14.2.3.1. The information is to be presented in accordance with subparagraphs 14.2.1.1-14.2.1.2. The thesis title is followed by a colon;

14.2.3.2. The reference is made to the source type (doctoral thesis, summary, etc.); it is followed by a full stop;

14.2.3.3. The field of science and direction is to be indicated, followed by a full stop;

14.2.3.4. The following information is presented as specified in subparagraph 14.2.1.4.

Example: ČIOČYS, R. *Corporate Governance Regulation Problems in Lithuania*: a doctoral dissertation. Social Sciences, Law (01S). Vilnius: Vilnius University, 2013.

14.2.4. Archival documents (including personal archives):

14.2.4.1. The information is to be presented as specified in subparagraphs 15.2.1.1-14.2.1.2.

14.2.4.2. The title is followed by the type of medium indicated in square brackets [manuscript], followed by a full stop and a precise source address.

Example: Law Faculty Board. *Meeting Protocols of 1940-1942* [manuscript]. Lithuanian Central State Archive, f. R-856, ap. 1, c. 416.

14.2.5. Electronic documents (regardless of source type):

14.2.5.1. By using electronic documents, the author should indicate the same information, depending on the source type, as specified in the Requirements, except for the additional information and exceptions provided hereinafter;

14.2.5.2. The title of the source (if an article or any similar document was published in a serial publication (including periodicals), a headline of the serial publication) is prefixed by a medium type (mandatory). Medium Type is a material medium (physical medium) for recording information (data), store and, when needed, identifying, restoring and transferring. Medium type of electronic documents is indicated in square brackets.

Example: [online], [CD-ROM], [drive], etc.;

In addition, the type of source (type) may be described.

Example: [interactive online database], [conference record], etc.

14.2.5.3. In case of using interactive documents (online sources), the location of issuance, publishing house and the year of issuance (if they are known) is to be followed by the date of the link written in lower case letters in square brackets and a full stop. For example: “[reviewed in 31 January 2014.]”

Example: KAVOLIŪNAITĖ-RAGAUSKAITĖ, E. *The Public Family Policy Development and Implementation Problems in Lithuania* [interactive]. Vilnius: Institute of Law, 2012 [reviewed in 2014. 31 January.]. Available at: <<http://www.teise.org/data/Viesoji-seimos-politika---studija.pdf>>.

When the location of the issuance, the publisher and the date of the issuance are not known, publisher and year of publication, a reference to the type of medium and information about the link date are to be written in square brackets by putting a full stop after the word “interactive” – [interactive]. [reviewed in 31 January 2014.] or [interactive; reviewed in 31 January 2014.].

Example: KRISTIANSEN, J. *Conciliation, Mediation and Arbitration. Danish report* [interactive]. [reviewed in 31 January 2014.]. Available at: <<http://ec.europa.eu/social/BlobServlet?docId=2464&langId=en>>;

14.2.5.4. The link date is to be followed by acquisition conditions and the access (required for interactive (online sources), for others – optional). This information is needed in order to detect and identify the source (access via). The information of the location of online interactive document should be limited to a particular document and, in addition to its local network address, a specified access mode should be indicated (for example, FTP). The address is to be prefixed by a colon, and the precise source address is to be enclosed by “<...>”. If the electronic documents were obtained by using fee available electronic databases, only the paid online address database should be indicated.

14.3. Court decisions are to be indicated in accordance with paragraphs 11.1-11.2.

14.4. By indicating sources, published in foreign languages (in Cyrillic, Latin or Greek letter system), the author should not transliterate bibliographical references, thus, is to present them in the original language as specified in the Requirements. Bibliographical references to the sources that were published in foreign languages of different letter systems, are to be transliterated (latinized). Transliterated information replaces the used original source.

Examples: WESTIN, A. *Privacy and Freedom*. New York, 1967.

LELENTAL S. *Wykład prawa karnego wykonawczego z elementami polityki kryminalnej*. Łódź: Wydawnictwo Łódzkiego the University, 1996;

ВАХАЕВ, А. А. *Земельный кадастр: теоретические основы государственного земельного кадастра*. Москва 2003.

Part III. Provisions on Intellectual Property Rights

15. Every written work is to be prepared in line with the Law on copyrights applicable in Lithuania and other laws regulating intellectual property rights.

16. The written work must be prepared independently, without violating the rights of third-party rights to their creations.

17. Misappropriation of authorship (plagiarism) is strictly prohibited:

17.1. plagiarism may manifest both in the entire work and partly;

17.2. citation without indicating the real identity of the author and the source may also be considered as plagiarism, if it gives the impression that the citation was created by the author of the written work;

17.3. plagiarism are considered to be the cases of literal appropriation of the whole or a part of the text (without indicating the author and the source), in addition, the cases of paraphrasing the whole or a part of the text, its contents or ideas without indicating the author's identity⁵;

18. The written work is to be prepared in line with the Republic of Lithuania Copyright and Related Rights Act-established rules of citation:

18.1. reproduction of the original or translated text, published or made public in other ways, is allowed without the author's permission if it is honest and is cited in accordance with Article 21 Copyright and Related rights Law Art;

18.2. citation is legal, provided the source and the author's name are indicated in the source cited;

18.3. citations in the written work must be clearly demonstrated (with the help of quotation marks, footnotes, etc.). If the text includes the citation it has to indicate the author and (or) the source of the text cited.

18.4. the purpose of citation – the review of existing positions, thoughts, attitudes, evaluation, criticism, demonstration of controversy, and the exchange of ideas of different authors. The citations are to clearly stand out of the written work. It is used in order present critical assessment and generalization, and to illustrate other ideas;

18.5. It is important to note that not only the title of the work is to be indicated, but also the author's name (surname) (for example, it is not enough to indicate that the comment of the Civil Code was cited, it is necessary to indicate the author's name).

⁵ MIZARAS, V. *Autorių teisė. II tomas*. Vilnius: Justitia, 2009, p. 484.

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Vilnius

2016

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EXAMPLES OF WRITING AND TEXT FORMATTING

1. Legal Act Title Writing

- 1.1. Laws: **L**aw⁶ on **C**ompanies of the **R**epublic of **L**ithuania.
(it is not appropriate to write: Law on **c**ompanies of the Republic of Lithuania or Civil **c**ode).
- 1.2. Secondary laws: Description of the Compulsory Insurance Against Health Care Institutions' Civil Liability for the Damage Caused to the Patients⁷
- 1.3. European Union legal acts: 25 October 2011. European Parliament and Council Directive 2011/83 / EU on Consumer Rights.

2. Word Writing

- 2.1. Latin terms: "... the classification according to the *lex causae* would prevent a court...".
- 2.2. Foreign equivalents: "...internal market (Fr. *marché intérieur*)...".

3. The Use of Punctuation

- 3.1. Incorrect punctuation usage examples (no spaces): Only with the entering into force of Protocol No 14 to the Convention (_it happened only on 1 June 2010_)
- 3.2. Paragraph writing:
"... can lead to a variety of reasons:
1.1.1. relation subject;
1.1.2. relation object;
1.1.3. the place of the happening of a legal fact."

4. Reference (Footnote) Writing

- ¹¹Law on Companies of the Republic of Lithuania (with amendments and supplements). *Official Gazette*, 2000, no. 64 – 1914.
- ¹²NYGH, P. *Autonomy in International Contracts*. Oxford: Clarendon Press, Oxford, 1999, p. 45.
- ¹³*Ibid.*, p. 12.

5. Reference Writing in the List of References

- 5.1. Legal Acts
 - 5.1.1. International legal acts
1989. The United Nations Convention on the Rights of the Child. *Official Gazette*, 1995, no. 60-1501;
 - 5.1.2. EU legal acts
European Parliament and Council Directive 2004/82 / EC of 29 April 2004 on the obligation of carriers to communicate passenger data. OJ 2004 special edition, Chapter 19, Volume 07, p. 74;
 - 5.1.3. National legal acts
Law on Companies of the Republic of Lithuania (with amendments and supplements). *Official Gazette*, 2000, no. 64 – 1914.
- 5.2. Special Sources:
 - 5.2.1. Monographs, text books, and similar publications:
 - 1) FRANCOZI, M., et al. *European Community Trade Mark*. The Netherlands: Kluwer Law International, 1997;
 - 2) LAUŽIKAS, E; MIKELĖNAS, V.; and NEKROŠIUS, V. *Civilinio proceso teisė: vadovėlis*. Vilnius: Justitia, 2004. t. 1.

⁶ Law on Companies of the Republic of Lithuania. *Official Gazette*, 2000, no. 64 – 1914.

⁷Approved by the Order of the Minister of Health on 6 January, 2005 No. V-6. *Official Gazette*, 2005, no. 3-50.

5.2.2. Articles from one-off publications (monographs, books, multi-volumes publications, collections):

NEKROŠIUS, I.; PETRYLAITĖ, D. Labour law as an instrument in settling conflicts between social and economic interests in the 21st century. In *Studia z zakresu prawa pracy*, 2009. p. 381-387.

5.2.3. Articles from periodical publications (journals, etc.):

PETRYLAITĖ D. The Right to Strike in EU Member States: A Comparative Overview with Particular Reference to Lithuania. *The International Journal of Comparative Labour Law and Industrial Relations*, 2010, No. 4, p. 421–434.

5.3. Court decisions:

1) EU Court of Justice. *12 July 2005. Shempp judgment C-403/03, EU: C: 2005: 446*

2) Panel of Judges of the Civil Division of the Supreme Court of Lithuania. *7 October 2002. Ruling in a civil case, the German insurance company DA v. Švenčionių district state tax inspectorate, No. 3K-3-739 / 2000, Cat. 93.*

3) Panel of Judges of Civil Division of Court of Appeal of Lithuania. *3 February 2014. Civil case LLC "Barbacana v. LLC "Novitela" No. 2A-159 / 2014.*

4) Panel of Judges of Civil Division of Vilnius Regional Court. *17 January 2014. A decision in a civil case the State Territorial Planning and Construction Inspectorate under the Ministry of the Environment v. V.S., No. 2A-859-565 / 2014.*

5.4. Electronic documents:

KRISTIANSEN, J. *Conciliation, mediation and arbitration*. Danish report [interactive]. [reviewed in 31 January 2014.]. Available at:

<<http://ec.europa.eu/social/BlobServlet?docId=2464&langId=en>>.

6. Text illustration

In order to illustrate the examples and to summarize the material in the written work, tables and figures may be used.

Figures is graphical, photographic, cartographic or other illustrative visual material. All tables and illustrations should be categorized and numbered, followed by a full stop. The title of the illustrative material is to be written in lower cases (only the first letters of the words are capitalized), above the illustrative material (tables and figures) in the middle of the page.

Illustrations and their descriptions may include a different font than the main text (recommended – 10-11 pt). Illustrative material must be compact and should not take more than one page. Larger-scale pictorial material must be put in annexes.

Each table and (or) figure should include the author and the source (if necessary) indicated. If the illustrative material was independently prepared by the author of the written work, a phrase “prepared the author” should be added. If the illustrative material was based on other sources, literature, and then a phrase “Prepared by the author on the basis of (source(s) are to be specified.)” should be added.

All illustrations should be discussed throughout the written work, in the analysis; the text should contain references to the illustrative material.

It is recommended to present the tables and figures immediately after the reference in the text, however, if there is not enough space in the page, the table or figure may be moved forward to the next page.

Examples:

Tables:

Table 1. **Insurance (work) periods of maternity benefits in the European countries**

Country	Requirements for state social insurance or employment periods
Denmark	120 hours (0.5 month) during the last 13 weeks
Romania	1 month during the last 12 months
Czech Republic	270 days (9 months) during the last 2 years
Switzerland	9 months
France	10 months

Source: compiled from The Mutual Information System on Social Protection / Social Security (MISSOC) databases. Available at: <<http://www.missoc.org>>.

Figures:

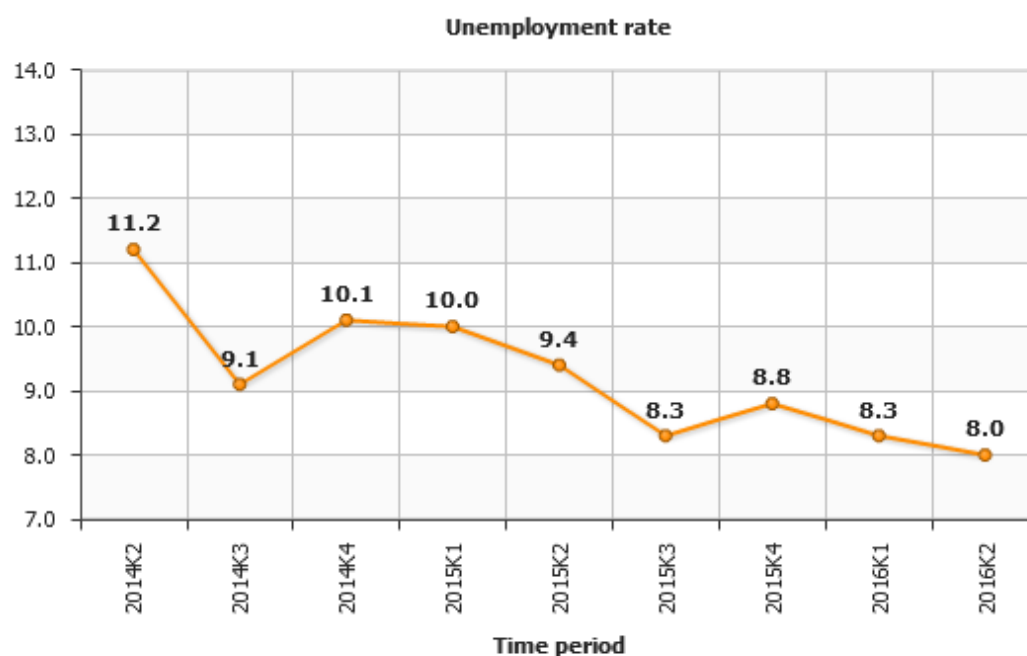


Figure 1. **Dynamics of Unemployment Rate in Lithuania in 2014-2016.**

Source: Statistics Lithuania. Available at: <<http://osp.stat.gov.lt/en/web/guest/home>>.