

Guidelines for writing term and graduation papers

1. General requirements

- a) Recommended font Times New Roman, font size 12, line spacing 1.5, approximately 2000 signs per page.
- b) Each chapter starts with a new page; the same rule applies to other major components (introduction, conclusion, list of references, appendices, etc.) There should be no errors or misprints.
- c) Pages containing pictures and appendices should be numbered consecutively with the title page being number one.
- d) Title page is done on a standard template (see Appendices).
- e) Title page is followed by the table of contents with page numbers indicated on a standard template (see Appendices).
- f) An excerpt from the text is given in quotation marks after which the author's surname, year of publication and page reference are indicated in parentheses, for example: (Witztum, 1998, p.25). If a source is referenced without direct quotation it suffices to indicate the author's surname and year of publication in parentheses in accordance with the list of references without indicating page numbers.
- g) All sources referenced in the text are included in the list of references at the end of the work.
- h) Graduation paper should be printed on standard A4 sheet, marginal areas: left – 35 mm, right – not less than 15 mm, head and bottom edges – not less than 20 mm. The printing should be clear with text in black colour. The title page is countersigned by the student and supervisor.

2. Abbreviation rules

Besides commonly used abbreviations the text may contain the author's abbreviations of terms from the relevant knowledge areas. Upon the first mention abbreviation is indicated in parentheses after the full term, in other cases no abbreviation expansion is given.

3. Guide to formatting formulas and symbols

Formulas are usually located in a separate line in the centre of the page or inside text lines. As a rule the text contains short, simple formulas which have no independent meaning and are not numbered. The most important formulas as well as long and cumbersome ones containing summation signs, product signs, derivations, integrating are located in separate lines. To occupy less space several short similar formulas may be placed in one line instead of one under another.

Only the most important formulas referenced later in the text are numbered. The numbers are formatted as Arabic numerals in parentheses on the right side of the page.

4. Guide to formatting tables, pictures, graphs

Tables and pictures should be numbered consecutively and have titles (Picture 1, Table 2...) with the source of data indicated (in case the calculations were made by the author, the indication is "Source: calculations of the author"). The number of the table is indicated in the top right corner above its title. For each table measurement

units and corresponding time period are indicated. If measurement unit is the same for all numbers in the table, it is indicated at the end of the title of the table.

The number and title of the picture are placed under it. When making graphs the axes are indicating corresponding variables with designations placed near the ends of the axes where arrows are. If needed, descriptive note is added along the axis.

Materials from other sources or citations from different authors must be referenced within the text and a reference list must be provided at the end. A summary of key points from literature is referenced along with direct quotations and the sources are included in the list of references. References in the text, even if numerous, are evidence of the author's academic integrity.

5. Guide to formatting the list of references

The list of references is provided at the end of the main text and before the Appendices. The sources are listed in the following order: 1) sources in Russian in alphabetical order, 2) sources in English in alphabetical order, 3) data sources, legislative and instructive materials and other sources, e.g. reports and online sources. The following format is recommended: the author's surname and initials, book title, the place and year of publication, publishing house. For journal and newspaper articles, the author's surname and initials, the title of the article, issue and publication date, page numbers (the first and the last pages). Sources are listed in alphabetical order by authors' surnames; in case there are more than three authors – by the title of the book, other materials – in chronological order.

6. Guide to referencing

For direct quotations, add the author's surname, year of publication and page number in parentheses after the closing quotation mark; for example: (Witztum, 1998, p.25). If a source is referenced without a direct quotation, it suffices to indicate the author's surname and publication date in parentheses in accordance with the list of literature used without indicating page numbers.

7. Guide to formatting appendices

An Annex is an additional part of the work which usually serves as a reference but is necessary for a more comprehensive overview of the subject matter. The content of appendices may vary: copies of documents, excerpts from records, provisions from instructions and rules, etc. Appendices may include text, tables, graphs, maps.

Appendices do not include the list of references, auxiliary indices, comments and notes which are not attachments to the main text but are reference notes that enable a better use of the main text. Appendices are placed on the last pages of the paper and formatted as its extension.

Each Annex begins on a new page with "Annex" indicated in the top right corner and has a title. If there are two or more appendices, they should be numbered. The pages of appendices are numbered continuously after the main text. The main text is linked to the appendices via references with the word "see", usually with a reference number indicated in parentheses. Each Annex usually is self-contained and can be used independently of the main text. Each Annex is usually listed in the table of contents as a separate section with its full title.