Technical guidance

1. **The length of the essay** should be **between 3000-4000 words** (without used references and literature).

2. **Language:** Essays should be prepared in English language.

3. **The structure of the essay:**
   - On the first page of the essay the following info should marked: name of the author; title of the essay; the university /department of the student, and the date;
   - On the 2nd page is the table of the contents (if provided);
   - On the 3rd page begins the text of the essay;
   - On the last page are the references (books, articles, and statistics, on-line material etc., also unpublished material). For on-line references, the date of the access should be mentioned).

4. **Essay should be typed according to the guidelines below:**
   - **Essay title:** Times New Roman; 14 pt; bold; alignment centred; single-line spacing; All Caps (max. 100 characters with spaces).
   - **Author name:** Times New Roman; bold; 14 pt; single-line spacing; alignment centred.
   - Essay text: Times New Roman; 12 pt; justify; 1,5 line spacing; margins: Top: 2,5 cm;
   Bottom: 2,5 cm; Left: 3 cm; Right: 3 cm.
   - Quotations: If they are brief (3 lines or fewer), quotations should be run on with the text. Longer quotations should be indented, without quotation marks. All indented quotations should be typed single-spaced.
   - Citation style: The author should follow Chicago Style (author-date system) for referencing, for example: (Dahl 1989, 45); (Geddes 1999, 134-43); (Linz 1975). All references should be given in full at first mention. Subsequent citations can be abbreviated. Footnotes should be kept to a minimum.
   - Headings and subheadings: Times New Roman; 12 pt; bold.
   - Tables: Times New Roman; bold; size 10; align heading left; single line spacing. Tables must be created in Word, not Excel. Table heading is situated above the table.