

# Lithuanian Foreign Policy Review

## GUIDELINES FOR CONTRIBUTORS AND TEXT FORMAT REQUIREMENTS

### Type of publications

*Lithuanian Foreign Policy Review* accepts two types of publications:

1. **Academic articles** are those articles that comply with the requirements set for scholarly works of a larger size. The articles should formulate a clear definition of a problem, review the extent to which the problem has been researched and how innovative and relevant it is. Well founded arguments, analysis, results of the research and conclusions should be presented. References should be presented in accordance with the requirements for scholarly referencing.

**Recommended length of the articles is 25,000-40,000 characters** (i.e. approximately 15-20 pages).

2. **Opinions** are articles of a smaller size that present the attitude of an author and his or her suggestions with respect to a certain problem. Such articles do not call for a strict structure (introduction, section titles, and conclusions) or specification of the objectives of academic research, etc. Yet, references in such articles should be presented in accordance with the requirements for scholarly referencing, and text format requirements listed in these guidelines should be observed.

**Recommended length of opinions is 10,000-20,000 characters** (i.e. 5-8 pages).

### Structure of the articles

1. An article must start from a brief introduction of the essence of the article, an **abstract of 100-150 words in length**.
2. Authors should provide most relevant **keywords** (about 5 – 10 words).
3. Authors should provide some details about their personality: name, surname, academic (pedagogic) title, name of his/her institution and position, address or e-mail.
4. An article must have **an unnumbered introduction and conclusions** and **chapters numbered in Arabic numerals**. If necessary, a chapter may be divided into sub-chapters and sections. These should also be numbered using Arabic numerals (1.1., 1.2., etc.). Excessive subdivision is unacceptable. Chapters should include more than one section.
5. Tables, figures and diagrams must be inserted in the text where relevant. Annexes and lists of abbreviations may be added to the text if required. If any additional annexes are submitted, they should be placed at the end of the article.

6. All literature and other sources used must be specified in footnotes by strictly observing the requirements listed in these guidelines.
7. No separate list of references is required.

### **Text format**

1. The main text must be typed in **12-point Times New Roman font, 1.5 line spacing.**
2. Chapter headings must appear in **14-point Times New Roman font, Bold.** Section headings – **12-point Times New Roman font, Bold.**
3. New paragraph must be indented 1.27 cm, text must be fully justified.
4. Tables must be indicated consecutively by number. The title of the table must appear above the table:

**Table 1. Times New Roman 12-point Bold**

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5. Pictures and diagrams must be indicated consecutively by number starting from the beginning of the article. The title of the figure must appear under the figure.
6. Page numbers must be inserted.

### **References and footnotes**

1. Footnotes must all be numbered and typed in Times New Roman 10-point font.
2. It is recommended to submit a translation into English of titles of Lithuanian books, articles or documents cited as sources, presented **in angle brackets.**

Ševcovas J., "Baltijos valstybių integracija ir Baltarusijos užsienio politikos interesai" ['Integration of the Baltic States and the Interests of Belarusian Foreign Policy.'], *Politologija*, 1995, No 1(6), p. 120.

3. **Books:** The author's surname followed by the initial of the first name, *The title of the book* (if necessary specify the volume number), The place of publication: Publisher, the year of publication, a page number of the cited piece. If a book is written by several authors (editors), then after the surname and the initial of the first name place a period and a comma and add the appropriate abbreviation "ed." or "eds."

Lejnis A., Bleiere D., *The Baltic States. Search for Security*, Riga: Latvian Institute of International Affairs, 1996, p. 15-16.

Joenniemi P., Vares P., eds., *New Actors on the International Arena: The Foreign Policies of the Baltic Countries*, Tampere: TAPRI, 1993, p. 199.

4. **Article:** The author's surname followed by the initial of the first name, "Title of the article" in The author's name and surname, *The title of the book* volume number, The place of publication: Publisher, the year of publication, pages. OR *The title of a periodical* number, the year of publication, pages. If the periodical is a newspaper, it is sufficient to specify the date of publication.

Light M., "Post-Soviet Russian Foreign Policy: the First Decade" in Brown A, ed., *Contemporary Russian Politics. A Reader*, Oxford: Oxford UP, 2001, p. 419-428.

Landsbergis V., "The Russian Riddle and Lithuanian Reality", *Lithuanian Foreign Policy Review* 2 (6), 2000, p. 202-204.

5. **Internet:** The author's surname followed by the initial of the first name, *Name of the text*, <web address>, date of access.

If an internet reference is a part of a larger set of texts, electronic journals, or a book, references are to be specified similar to an article in a printed periodical, yet instead of the place of publication, an internet page is specified. If internet pages change, it is required to specify date of access.

Trondal J., "The Europeanisation of Research and Higher Educational Policies – Some Reflections", *European Integration online Papers*, <<http://olymp.wu-wien.ac.at/eiop/>>, 21 08 2002.

6. **Official document:** The name of the government agency (if necessary), *The title of the publication*, The place of publication: Publisher, the year of publication, pages. If the document is on the internet, is to be presented according to requirements for references from the internet; if it is in a periodical – according to those for periodical publications. If the document is published in both Lithuanian and English, in the Lithuanian text a Lithuanian reference is provided, whereas in the text in English – the English reference.

British Ministry of Defence, *Report of the Defence Estimates 1997*, London: Her Majesty's Stationary Office, 1997, p. 41.

7. **Unpublished presentations, etc.:** The author's surname followed by the initial of the first name, "Title of the text", Event where the presentation was made, date of the event.

Wahlbäck K., "Security dimension", Presentation at the Workshop on the Preparation for Membership of the Baltic States, Copenhagen, March 16, 1996.

8. If the same source is mentioned again, the surname of the author is specified with a parenthetical reference to the footnote of the first mention of the source:

Knudsen, (note 27) p. 17.

9. If the source is cited several consecutive times, the reference is provided by using the abbreviation *Ibid*:

*Ibid.*, p. 194.