

REFERENCE AND BIBLIOGRAPHICAL DESCRIPTION GUIDELINES

General Requirements for Footnotes:

Each and every statement taken from other author's work has to have a footnote, indicating the source which it was taken from. If text is quoted word by word quotation marks should be used. If some words are excluded from a quotation, missing text should be marked: [...]. The author's insertions into the quoted text are also written in italic in square brackets, followed by the initials of the author, e.g.: [A.B.].

According to the Chicago Manual of Style citation style (see https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html), references are made in footnotes at the bottom of the page. About the possibility to use another referencing systems please take a look at the paragraph "The use of alternative referencing systems" below. Footnotes have to be numbered in Arabic and should be written in Times New Roman font, size 10. The source first cited must be described in a footnote as follows the rules for bibliographical description set out below, with the page(s) at the end.

The modern analysis show that the level of social confidence, has nothing to do with...¹.

¹ Pippa Norris, *Democratic Phoenix: Reinventing Political Activism* (Cambridge: Cambridge University Press, 2002), 135-137.

When citing the source a second time, it is sufficient to include the surname of the author, *the shortened version of the book title or the first four words of the title*, and the page(s) referenced:

Norris, *Democratic Phoenix*, 148 or Norris, *Democratic Phoenix: Reinventing Political*, 148.

If the source is cited more than twice (if other works by the same author are not cited), it is sufficient to include the author's surname and page(s):

Norris, 151.

If several publications by the same author are cited, it should include the author's surname, *either a shortened title or the first 4 words of the title* and the page:

Norris, *Democratic Phoenix*, 156.

Norris, *Why American Elections*, 12.

When the same source is cited several times on the same page, the abbreviation *Ibid* is used and, if the pages are not identical, the page numbers:

Ibid, 194.

Where reference is made to a text cited in another source, the footnote refers both to the original text and to the source read:

James Coleman, *Foundations of Social Theory* (Cambridge: Harvard University Press, 1990), 302, cited from Robert Putnam with Robert Leonardi and Raffaella Nanetti, *Making Democracy Work: Civic Traditions in Modern Italy* (Princeton: Princeton University Press, 1993), 220.

The List of Literature refers only to the source read, not to the primary source. Indirect citation is only used if the primary source is not available.

Bibliographical Requirements for Footnotes

Books:

Author's name and surname, *Title of the book* (Place of publication: Publisher, year), page(s) cited.

Rod Hague and Martin Harrop, *Comparative Politics and Government: An Introduction* (London: Macmillan, 1990), 20.

If a book has more than 3 authors, only the first author is listed with the Latin abbreviation et al.

Martha L. Cottam et al., *Introduction to Political Psychology* (London: Psychology Press, 2009), 20.

Where there is no named author but the institution responsible for the authority is known, the name of the institution is used instead of the name, e.g.:

Project Management Institute, *A Guide To The Project Management Body Of Knowledge (PMBOK Guide)* (Pennsylvania: Project Management Institute, 2013), 31.

Edited books:

Name and surname of the editor (ed.), *Title of the book* (Place of publication: publisher, year), page(s) cited.

Susan Pharr and Robert Putnam, ed., *Disaffected Democracies: What's Troubling the Trilateral Countries?* (Princeton, New Jersey: Princeton University Press, 2000), 20.

Article in a book/Chapter:

Author's name and surname, "Title of the Article/Chapter," in *Book title*, ed., Name and surname of editor, (Place of publication: publisher, year), page(s) of the article.

Eric Charry, "Music and Islam in Sub-Saharan Africa," in *The History of Islam in Africa*, eds. Nehemia Levtzion and Randall L. Pouwels (Athens, OH: Ohio University Press, 2000), 550.

Article in a journal:

Author's name and surname, "Title of the Article" *Name of the Journal*, volume (if available), number, (year of publication), page(s) of the article.

Kenneth Newton, "Trust, Social Capital, Civil Society, and Democracy" *International Political Science Review* 22, No. 2, (2001): 201-214.

Article in a newspaper:

Author's name and surname, "Title of the Article" *Name of the Newspaper* (date), page(s) of article.

Alex Tarquinio, “Soft Power Is Making a Hard Return” *Foreign Policy*, August 6, 2023.

Conference presentation (unpublished)

Author's name and surname, “Title of the presentation” (presentation at the conference Name of the Conference, place (if any), date), pages (if any).

Ramūnas Vilpišauskas, “Markets, money and welfare” (presentation at the conference Nordic-Baltic visions for Europe: does the EU unite or divide the Nordic-Baltic region?, Tallinn, September 7, 2018).

Published conference presentations are described as *Parts of a Book* or, if published in a journal, as *Articles in a Journal*.

Dissertations, theses, etc.

Author's name and surname, “Title of the paper” (Type of the paper, institution, year), page(s).

Thomas Peak, “Humanitarian Intervention & the Myth of 1648” (Doctoral dissertation, Central European University, 2019), 56.

Legislative acts

Country, Institution that passed the law, Law Title, Law type, Law number, adopted Date adopted, number of article / paragraph / section / etc., URL (if available).

U.S., Congress, House, Making Emergency Supplemental Appropriations for the Fiscal Year Ending September 30, 2020, and for Other Purposes (The Heroes Act), HR 6800, 116th Cong., 2nd sess., introduced in House 5 December 2020, sec. 30201, <https://www.congress.gov/bill/116th-congress/house-bill/6800/text>.

Wales, National Assembly, Public Health (Minimum Price for Alcohol) (Wales) Act 2018, adopted 9 August 2018, art. 2, <https://www.legislation.gov.uk/anaw/2018/5/contents>.

Court Decisions and Cases

Case name, number, volume number, abbreviated name(s) of reporter, and, in parentheses, the abbreviated name of the court and the date.

United States v. Christmas, 222 F.3d 141, 145 (4th Cir. 2000).

Profit Sharing Plan v. Mbank Dallas, N.A., 683 F. Supp. 592 (N.D. Tex. 1988).

* For additional guidance, citations in predominantly legal works generally follow *The Bluebook: A Uniform System of Citation*.¹

¹ <https://www.legalbluebook.com/>

Online source

Author's name and surname (if available, if not, the organisation that authored the document), "Title", name of the website, date published/updated/viewed, and website link.

Felix Wessel, "Why Germany should act more like Lithuania – opinion", LRT, accessed August 2, 2023, <https://www.lrt.lt/en/news-in-english/19/2031837/why-germany-should-act-more-like-lithuania-opinion>.

Article in an online journal

Author's name and surname, "Article title: subtitle" *Name of journal*, issue (year), page(s) cited, doi: 10.XXXX/XXXX or web address.

Kertzer and Brian C. Rathbun, "Fair is Fair: Social Preferences and Reciprocity in International Politics," *World Politics* 67, 4 (2015), 650, doi: 10.1017/S0043887115000180.

Social media

Author's name and surname/pseudonym (@pseudonym), "first sentence or 10 words" type of website entry, date of publication/editing, web address.

Joe Biden (@joebiden), "I've never been more optimistic about America's future." Instagram photo, July 20, 2023, <https://www.instagram.com/p/CvU9QJts1qc/?igshid=MzRlODBiNWFiZA==>.

Gabrielius Landsbergis (@GLandsbergis), "Belarusian dictator Lukashenko is not satisfied with having more than 400 political prisoners." Twitter post, June 1, 2021, <https://twitter.com/GLandsbergis/status/1399768481344655363>.

Video clips

"Name" date filmed, website video, time, published "profile name" upload date, web address.

"Reasons for Hope - Democratic Degenerations" filmed May 8, 2019, Youtube video, 16:36 – 18:26, published "Central European University" 17 June 2019, https://youtu.be/QWS_KtuwsQY.

Blog

Author's name and surname, "Article title: subtitle" *Blog title*, no. (if any) (year (if any)), page(s) cited (if any), web address.

Jamie Ranger, "Who is afraid of ChatGPT? The Political Problem of AI?" *OxPol*, 2023, <https://blog.politics.ox.ac.uk/who-is-afraid-of-chatgpt-the-political-problem-of-ai/>.

Podcast

Author's name and surname/pseudonym/organisation name, "Title of record" *title of podcast/album* (if any). Recording of the podcast, time, date of release (if any), web address.

LRT, "Žinios" *Žinios*. Recording of the podcast, 0:25 - 0:45, March 2, 2020, https://open.spotify.com/episode/5NvgKBIQTZbeHk4yfRBZi3?si=jx8wQehMRTOkDyDIZoYZxQ&utm_source=copy-link.

Johanna Maska et al., "Reflections on 2020 and Hope for 2021." *Pod is a Woman*. Recording of the podcast, December 31, 2020, <https://open.spotify.com/show/7uqw8Ge2EwITip4KOwBOqO?si=ocfi6vJCRI-iGhbxWIKLfA>.

Personal interview (Personal interviews, conversations, letters)

Name of respondent, interview/conversation with author/letter to author, location (if known), date of the interview.

Andrius Kubilius, interview with author, Vilnius, September 15, 2003.

Ainė Ramonaitė, Facebook letter to author, May 1, 2021.

Personal interviews, conversations, and letters are referenced in a footnote in the model above but are not usually listed in the List of Literature.

Use of Artificial Intelligence (AI)

Although artificial intelligence (AI) powered programs such as ChatGPT can be useful tools for learning, in a similar way to spell checkers and Wikipedia, it is acknowledged that they cannot replace the original work of students. If an AI is used for written assignments and this is not stated, academic integrity is violated, and it is considered a form of academic misconduct.

However, limited use of Generative AI tools with proper citation may be allowed by some professors, or its use on a case-by-case basis may be accepted. If AI-generated material is used in the preparation of the assessment in consultation with the professor, this must be appropriately acknowledged and cited:

Author of the content, the date the text was generated, the organisation that developed the program, web address.

Text generated by ChatGPT, March 7, 2023, OpenAI, <https://chat.openai.com/chat>.

If the prompt hasn't been included in the text, it can be included in the note:

ChatGPT, response to “Explain how to describe populism,” March 7, 2023, OpenAI, <https://chat.openai.com/chat>.

Please note: Recommendations for referencing ChatBots and other forms of Artificial Intelligence have not been officially released in The Chicago Manual of Style, 17th Edition. It should be ensured to check frequently for updates.

Requirements for the List of Literature

The list of literature should be added at the end of the text, and sorted in the alphabetical order. Author's surname should be indicated first. If there is more than one author of the source used, only the first author's surname precedes the name, and the names of the other authors appear in the usual order:

Norris, Pippa, *Democratic Phoenix: Reinventing Political Activism*. Cambridge: Cambridge University Press, 2002.

Hague, Rod and Martin Harrop, *Comparative Politics and Government: An Introduction*. 2nd ed. London: Macmillan, 1990.

Where reference is made to a source cited in another source, the list of literature should refer only to the source read, not to the original source.

Personal interviews, conversations and letters are not usually included in the reference list.

Sources in Latin font are included in the overall list regardless of language; sources in Cyrillic font are included at the end of the list.

Use of alternative referencing systems

Other referencing systems common in the social sciences, such as in-text citation by author and year using APA (American Psychological Association) or Harvard citation style, can be used in written work (within the course), if necessary and with the permission of the lecturer. In this case, it is necessary to maintain a single citation style throughout the paper and to follow its rules. Footnotes do not count towards the number of characters in written work, and whether or not spaces count should be specified by the teacher(s) in the course syllabus.

