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PREPARATION AND LAYOUT OF MASTER THESIS

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EXPLANATORY NOTE

A Master degree is an educational qualification level of a specialist that, based on the Bachelor qualification, has acquired in-depth special skills and knowledge of innovative nature. It has some experience of their application and production of new knowledge to solve problematic professional problems in a certain field. The Master should be capable of creative scientific research and scientific-pedagogical activity, have a broad erudition, fundamental scientific base, methodology of scientific creativity, modern information technologies, and methods of obtaining, processing, storage and use of scientific information.

The Master Educational and Professional Program includes two approximately the same part – education and research. The content of the Master research work is determined by an individual plan. The preparation of the Master degree ends with the defence of the Master thesis at a meeting of the Examination Commission.

Master thesis is an independent final research work which fulfils a qualifying function, in other words, is prepared for the purpose of public defence and obtaining an academic Master degree. The main task for its author is demonstration of their scientific qualifications' level, the ability to independently conduct a scientific search, and solve specific scientific problems.

Master work, on the one hand, is generalizing, because it is a kind of summary of the preparation of the Master degree, and on the other – independent original scientific research of the student; the student organizes at his own discretion the accumulated scientific facts and proves their scientific value or practical significance.

As the preparation of Masters is relatively new, more or less uniform requirements for the content and structure of Master thesis as a type of qualification work have not yet been developed. Specific is not only the content of the Master thesis, but also the form of his presentation, which is characterized by a

certain degree of abstraction, active use of logical thinking, and computer techniques.

The content of each part of the Master work is determined by the theme. The choice of topic, stages of preparation, search of bibliographic sources, archival materials, studying them and selection of actual material, writing methods, rules of design and protection of the Master work have much in common with the student thesis and the PhD dissertation. Therefore, in the process of its preparation should apply methodological and technical methods of preparation of scientific work. Requirements for a Master thesis are higher than for a students work, but lower than for a PhD thesis.

Unlike theses for the PhD degree which are research works, the Master thesis as an independent scientific research qualifies as educational research work, which is based on the modelling of more or less known decisions; its subject and scientific level should correspond to the educational professional training program. Doing this work should not so much solve scientific problems (tasks), but rather certify that its author is able to properly conduct a scientific search, to recognize professional problems, to know common methods and techniques for solving them.

Master thesis is a form of individual work of the student. The main purpose of the Master work is a deep and creative study of certain important theoretical or applied issues of a particular discipline by the student. It is very important to develop the following student's skills: formulate the problem of the study independently, determine the purpose, main tasks, object and subject of the research; to search and select various information on international relations, foreign policy of certain countries, certain aspects of their life; to process and analyze international and country history information; to present logically and consistently the results of their scientific analysis, to make reasoned conclusions; correctly draw up scientific-reference material; publicly defend the scientific work performed.

Thus, writing Master thesis gives students the opportunity to more thoroughly learn the course material in the subject, to master the basic skills of scientific work, as well as to develop their creative intellectual abilities.

Independent work with documentary sources, statistics, scientific researches will allow deepening the professional knowledge, will promote formation as specialists. Master work is a type of research activity. Independent scientific work requires a student creative search, must include **elements of novelty**. This may be the coverage of those aspects of history, foreign policy of a particular country, or international relations that are not sufficiently covered in the literature, the identification of new sources for Ukrainian scientific literature, the introduction of new facts into the scientific field, the identification of significant relationships between particular phenomena and processes, analysis of contemporary problems of a country, its foreign policy, development of international relations, as well as the development of forecasts for the further political, economic, social development of certain states, direction in their foreign policy activity and so on.

Therefore, when assessing the final qualification work proceed from the fact that **Master should be able to**: formulate the purpose and objectives of the study; draw up a research plan; to conduct bibliographic search using modern information technologies; use modern methods of scientific research, modify existing ones and develop new methods based on the tasks of specific research; to process the received data, to analyze and synthesize it on the basis of known literary sources; design research results in accordance with current requirements, in the form of reports, abstracts, articles. In connection with this additional requirement for the Master thesis is the publication in scientific publications.

Only those Master thesis, according to the results of which the student has a **published an article in scientific journals or student scientific collections or abstract at international or all-Ukrainian conference**, are allowed for process of official Master Thesis defence. The publication can be single or prepared with the scientific advisor (at the moment of defence the material should be submitted for print, as evidenced by the relevant document).

MAIN REQUIREMENTS FOR THE MASTER'S THESIS

Basic requirements for writing a Master thesis: relevance of the topic, sufficient theoretical level, research character, grammatical and stylistic correctness, and adherence to design standards.

The topic of work should be relevant in terms of current processes in international relations, foreign policy of individual states, various important aspects of their development. Master work can be devoted to the disclosure of important theoretical issues of modern international relations, global problems of humanity. Master work can also be relevant in terms of coverage of applied political, economic, social, cultural problems of development of individual states, their foreign policy activities.

The Master thesis should be written by the student at the level corresponding to the current state of development of the complex of sciences that study international relations. The topic of the work should be exposed in the context of modern scientific concepts, it is reasonable and appropriate to use basic scientific terms. It is very important to cover objectively from a scientific point of view in a Master work, to use real examples and reliable statistical information to illustrate and confirm theoretical positions.

As noted, Masters thesis should be of a research nature. In the course of work the student should study a sufficient number of published sources (legal acts, monographs, scientific articles, etc.). Opinions of domestic and foreign authors, their general theoretical and methodological approaches should be analyzed and systematized. It is necessary to justify the theoretical provisions used in the work of one or another scientific school, and on this basis to formulate and substantiate their own view of the problem under study. If the work is devoted to the applied aspects of the state development, the student should make appropriate calculations at a sufficient methodological level, systematize, interpret, and summarize the results of the practical study.

The text of the Master work should be structured. The work material is presented in a consistent logical way. The text should not contain stylistic and grammatical errors. A prerequisite is a unique style of work. The quality of the Master work is significantly impaired if it has a variety of multifaceted and poorly connected components. Developing the skills and competencies of competent texting is one of the important tasks of Master thesis.

The design of the Master work must meet the current standards. Consistent staffing of the components of the work is required. The text should adhere to the rules of citation, correctly formulate page links. A list of sources used should be drawn up properly. Compliance with these requirements contributes to the formation of students' culture of design of scientific works, important for their future professional activity.

SELECTION OF LITERATURE AND SOURCES

Bibliographic work is the foundation of a scientific project, so the student should take great responsibility to make an approximate list of required literature. Bibliographic work occupies the most important place in the beginning of work on a scientific project, but it does not stop throughout the writing of Master thesis.

The minimum amount of sources used for Master thesis should be **50 titles**. Of these, materials found in the Internet may be no more than a third of the numbers in the source list; most sources should be published documents, articles and monographs.

DRAWING THE PLAN

Writing a work plan, the student shows the ability to determine the most important, most relevant to the problem. The list of issues under consideration is structured on a general to specific basis. That is, issues of the theme, as the nodal components of the chosen problem, should be the only system where each

successive question develops and complements the previous one. The questions should be clearly and clearly stated. The name of the questions should not duplicate the name of the term paper.

Before approaching the plan, it is necessary to study the main literature of the problem, to think carefully about the purpose and objectives of the scientific project.

The Master plan consists of the following parts:

- * introduction, indicating the level of professional training of the student;
- * chapters in which reveal the topic of this work; chapters can be divided into subsections if you need it;
- * conclusions which contain the results of scientific research.

We recommend avoiding unnecessary crushing when dividing the work into chapters. As a rule, 3-4 chapters are enough to reveal the content of the topic, with the first one always referring to the theoretical foundations of the study. Other chapters are formed on the basis of the researcher's general principle: necessity to research different aspects of his topic separately or to divide the topic only on a chronological principle.

CHARACTERISTICS OF THE MAIN PARTS OF THE MASTER'S THESIS

Introduction.

1. At the beginning the student should briefly, in several sentences, substantiate *the relevance of the topic of study*, based on their own scientific, political and moral preferences. Relevance is the importance of this work in the context of contemporary scientific and political thought. Keeping in mind that "Historia est magistra vitae", it is advisable, however, to avoid very broad analogies and generalizations. The most appropriate are references to insufficient disclosure of this aspect of the problem, the need to critically rethink existing scientific works in the light of new sources, new methods of work, etc. If the

problem is of political importance, it should be noted that the practical use of the results of scientific work for politicians and diplomats in Ukraine. Therefore, *scientific* relevance is determined by the specific gravity of the topic and the degree of its study. *The practical relevance* of the topic stems from its importance in the development of international relations in the world and its regions, the solution of global and regional problems, the formation of foreign policy of individual countries, the development of some important aspects of their lives.

2. After relevance, indicate *the purpose and objectives (tasks)* of the study. *The purpose* of scientific research is a universal scientific installation, the solution of which is devoted to the work as a whole; it is a strategic goal that is subordinated to all tasks. For example, if the topic of work is contemporary international relations, then the purpose of research is often to reveal / expose / detect the evolution of international relations over time, to identify the dynamics of certain processes.

Objectives / tasks are clearer, smaller than the purpose of the problem, which is analyzed in separate sections. The isolation of tasks is a natural step in the scientific analysis of the chosen topic. The tasks of the work are formulated – also briefly, in one sentence – according to its purpose. Together, all tasks must give an idea of what needs to be done to achieve the goal.

In the first example (foreign policy of the state) the tasks will be: 1) analysis of the state of scientific study of the problem; 2) analysis of the internal and external factors that influenced the foreign policy of state; 3) identification of the main directions of the foreign policy state; 4) disclosure of achievements and problems the foreign policy of state.

In the second example, in order to grasp the evolution of international relations, the first option (problematic) should focus on the main factors of international relations (changing the main actors of international relations, their capabilities, examples of their successes and failures, their causes), or if the second option (chronological review), we should focus on showing the differences of the selected chronological time intervals.

3. *The object and subject* of the study are formulated according to a theme, with the object of the study being a broader concept, a context of the subject, and the subject of the study being formulated in the same way as its name. For example, if the object is the foreign policy of the state, then the subject is the main directions of foreign policy of the state. Alternatively, the object of the study is the evolution of the system of international relations, if the subject of research is the development of the foreign policy of the state in the context of interaction with the system of international relations.

4. The student should summarize (2-3 sentences) and logically prove the need for the start and end dates of the study – *the chronological framework*. For example, if the topic is contemporary international relations, the meaning of the term “contemporary” should be disclosed, and what changes make it possible to separate “modernity” from the previous period. In our example, the starting date for the study was due to the 1989 revolutions in Eastern Europe and the collapse of the USSR in 1991. In some cases, when it is impossible to clearly identify the start and end dates of the study, the student will need to show the ability to draw their own framework.

5. *Research methods*. The selected methods correspond to the specificity of the material under study. Such scientific methods as **analysis and synthesis, induction and deduction, abstraction**, as well as comparative and systematic approaches should be used. **Comparative approach** allows highlighting general trends in political processes by comparing two or more identical political entities. **Systematic approach** allows to present a comprehensive vision of the environment in which the foreign policy of the country is being implemented and to determine the correlation of its influence on globalization factors. The main method can also be **the case study** borrowed by international political scientists in sociology. Case study (a separate case) is a dynamic balancing act between detailed descriptiveness and the desire to find explanations for broader patterns. The case study explanatory strategy is designed to find the answers to “why” and “how”, to search for the causes and factors that influence the situation.

Additionally, **historical method** can be used for analysis, which allows to study the events in the dynamics and to identify the links between the different stages of forming the foreign policy of the state; **anthropological**, based on the constancy of the generic qualities of man as a rational being, sees in human nature the cause of war and peace, which explains the logic of development throughout world history; **sociological** method involves recognition of the social conditionality of political phenomena, including the impact on the political system of economic relations, social structure, ideology and culture; **formal legal method** – for the analysis of legislative acts and other regulatory legal documents; **statistical method** makes it possible to analyze the main indicators of the countries being studied; **normative-value approach** clarifies the importance of political phenomena for society and the individual. **Discourse analysis** is a research method for studying written or spoken language in relation to its social context; it aims to understand how language is used in real life situations.

6. *The scientific novelty of the study* explains that it was the author who made the first improvement, or further development. For example, for the first time a comprehensive study of the strategic directions of the foreign policy of the state was conducted; the results of the comparative approach to the foreign policy programs of the leading political parties of the state have been improved; the definition of factors influencing the formation of the foreign policy of the state was further developed.

7. Approval of research and publication results. Indicate at which **conferences** the main provisions and conclusions of the work were presented; in which journals or abstracts of conferences the results of the research are presented in the form of an **article** (from 8 pages) or **abstracts** (up to 2 pages).

8. Going to the substantiation of *the structure of work*, the student should briefly (2-3 sentences) explain what led to the choice of the number of sections in the work and the purpose of research in each of them.

9. *Scope of work.* Master thesis consists of an introduction, chapters, conclusions and a bibliography. The total amount of work (number of pages without a list of sources) is also indicated.

The whole introduction should take about **4-5** pages.

Chapters.

Then the student proceeds to the presentation of the material in chapters.

The first chapter, “Theoretical Foundations of the Research”, is divided into subsections that cover the theoretical and methodological foundations of the work.

First, *one or more theories* is characterized, selected by the author as key to uncovering his topic. The main theoretical schools of the IR are the following: 1) the school of political idealism / liberalism, neo-liberals and post-liberals; 2) school of political realism, neo-realists and post-realists; 3) neo-Marxists; 4) modernists, postmodernists. On this basis, one should not choose the theories / authors coming from different theoretical schools. Students are advised to pay attention to the neoliberal trend (R. Keohane, J. Nye); English School of International Relations (J. Burton); neorealism / structural realism (K. Waltz, R. Gilpin, B. Buzan); post-realism (S. Huntington); I. Wallerstein’s world-system theory; A.G. Frank’s theory of dependence.

Second, *the characteristic of scientific development of the problem (literature review)* is given in the writings of political scientists. Considering literature, the student can use several approaches to its characterization. Scientific works can be grouped: 1) on the principle of affiliation of authors to one of the national schools, or 2) on the chronological principle, or 3) based on the range of problems considered in certain works. It is the student who must make the choices that he / she deems most appropriate in his / her particular work. By grouping the works of his predecessors, he gives their characteristics, making sure that it is useful for his project, in what he sees the strengths and weaknesses of the

respective works. This review concludes the student with the degree of study of the topic and the prospects for its further analysis.

Third, *the categorical apparatus of the study* is characterized. It should not be limited to the interpretation of such general categories as “international relations”, “foreign policy” or “world politics”. The author should identify 3-4 categories that are most important in his study. For example, it could be world order, conflict, rivalry, instability, peaceful coexistence, trust, cooperation, strategic partnership, allied relations, power, will, international image, balance of power, balance of interests, superpower, and national interest etc.

Fourth, this is characteristics of *the sources*. In the original examination the student notes the presence of archival and state documents, statements by officials, materials of the relevant time, oral sources (interviews), epistolary heritage, and memoirs. It is desirable for the author of the work to highlight the features of a particular group of sources, to appreciate their importance for their research. If the work is devoted to the analysis of foreign policy thought, the source group should include relevant works of scientists and give a detailed description of their monographs and articles.

References to sources are required.

The presentation should be logical, consistent, without repetition. The distribution of text material by section should be approximately uniform, and the introduction and conclusions should not exceed 20 percent of the total text of the course work.

Section headings are separated from the text at double interval. A solid text page contains 28-29 printed lines (each printed line contains up to 60 characters with spaces between words).

Particular attention should be paid to the fact that citing certain facts, one should always refer to the source from which the student learned about them, even if it is not a direct quote! Direct rewriting in the work of literature is unacceptable: the student must express his / her opinion in his / her own words.

For quotation marks, quotation marks should be avoided and their volume should be avoided (the quotation should not exceed 1 paragraph).

If a student wants to quote a quotation from one author cited by the second author, in the text of his work he must indicate the author of the citation, and in the subordinate reference – the book of the second author, from which the student learned about the first author. Warning: you cannot refer to a book that you did not personally work with!

When teaching material in a scientific project, it is necessary to remember about its future readers, their benefits. Special terms, abbreviations, and little-known facts should not be left unanswered.

In Master work it is necessary to adhere to the accepted terminology, designations, conditional abbreviations and symbols, it is not recommended to use expressions-stamps, to conduct a statement from the first person (“I think”, “In my opinion” etc.). Frequent repetitions of words or phrases should be avoided in the text.

When mentioned in the text of the surname, the initials are usually put before the last name: Igor Koval, not Koval Igor as is accepted in the bibliography.

The text should be broken down so that there are approximately 2-5 paragraphs on each page. One thought is expressed within each. **The opening words of the paragraph should be keys**, that is, clearly state what the paragraph is about. Ideally, the chapter should look like if the first words in each paragraph were to be written, then this would be a detailed chapter’s plan.

At the end of the chapter the student concisely but clearly draws his own **conclusions**, which summarize the content of the chapter and prove the connection of the chapter with the theme of the course project, explaining what role the chapter plays in protecting the author of his main idea. The citation here is inappropriate.

The volume of one chapter ranges from **about 20 to 25 pages**.

Conclusions.

The last component of the scientific project is “Conclusions”. In general, it should synthesize the author’s own thoughts, the findings and the results of the research that has been done during the work in chapters. Therefore, here are irrelevant quotations from the works studied, references to specific facts or figures, and repetition of the conclusions that have been made in chapters. In the conclusions, the author proves the validity of his theory, the fulfilment of the goal that was set out in the introduction. It is important for the conclusions to be specific. The student may also highlight problems that have not been addressed in the project for one reason or another, and indicate possible ways to address them further.

The conclusions need not be long. **2-3** pages are enough.

Thus, the volume of Master work as a whole (introduction, chapters, conclusions) should be a minimum of **65**, maximum - **85** pages.

SCIENTIFIC APPARATUS OF MASTER THESIS

By scientific apparatus we mean the design of references and bibliography for which APA style should be used.

In-Text References

The APA style assures using references in the text every time you cite a source – even if it is a paraphrase, an inside the line quote, or “block” quote (which may be longer than three lines). Reference in the text contains information about the author of the work (if the author is absent it can be editor / compiler / title of the cited source), year of publication and page numbers from which the citation is quoted. You are allowed not to specify pages if you refer to the work as a whole.

Paraphrase

Paraphrase is not written in the quotation marks. It includes the name (s) of the author (s) and they may appear in the sentence itself (then followed by

parentheses with the year of publication) or in parentheses after the paraphrase, together with the year of publication with a comma in between.

Example 1: There are several editing steps in the editorial process (Timoshyk, 2004).

Example 2: According to Timoshyk (2004) in the editorial process there are several stages of editing.

Both references indicate that the information contained in the sentence is taken from Timoshyk's 2004 work.

A quotation inside the sentence/line

This kind of quotation is taken in the quotation marks. The name (s) of the author (s) may appear: 1) in the sentence itself, followed by the year of publication in parentheses and after the quotation there should be page period in parentheses as well; 2) in parentheses after the quote along with the year of publication and the page (with comma in between).

Example 1: Wordsworth (2006) stated that romantic poetry was marked as a “spontaneous overflow of strong feelings” (p. 263).

Example 2: Romantic poetry is characterized by a “spontaneous overflow of strong feelings” (Wordsworth, 2006, p. 263).

Both references indicate that the information contained in the sentence is located on page 263 of the 2006 work by Wordsworth.

“Block” quotation (consists of more than 3 lines of the text)

This type of quotation is put in the text without quotation marks starting from a new line with a paragraph indented for the entire quote. A full stop is placed after the text and the source is indicated in parentheses.

Example:

In the field of publishing, the term “editing” is primarily used to refer to activities that are directly related to the activities of the press. Modern editing belongs to the sphere of socio-cultural professional activity, which aims at the analysis and improvement of language works during their preparation for reproduction by means of polygraphy, or for broadcasting (Honyu, 2006, p. 45)

If you include the name of the source in a text link, then *all the words of the name must begin with a capital letter*. The names of massive works (like books) should be *italicized*, for example: (*Ukrainian Language*, 2009, p. 6). The titles of small works (like parts of a book or an article) are put in *quotation marks*, for example: (“Spelling words of foreign origin”, 2009, p. 103).

References to the work of several authors (editors / compilers)

The in-text reference to the work of several authors depends on their number.

1) **2-5 authors**. In the in-text reference it is necessary to list the names of all authors through commas. The last author is preceded by the & sign if the authors are in parentheses, or the word “and” if the authors are listed in a sentence, the year of publication and page period are specified in parentheses.

Example 1: (Kernis, Cornell, Sun, Berry, & Harlow, 1993, p. 199) or (Boyko, Hrechka, & Polishchuk, 2010, p. 5).

Example 2: Boyko, Hrechka and Polishchuk (2010) state: “Biology is a system of sciences...” (p. 5).

2) **6 authors and more**. In-text reference requires specification of the name of the first author and the word “et al.”.

Example 1: (Jones et al., 1998, p. 7) or (Boyko et al., 2005, p. 10)

Example 2: Wieliczko et al. (2005) state: “Biology is a system of sciences ...” (p. 10).

A reference to a work by its name

If the author (editor / compiler) of a large-sized work (like a book) cannot be identified, then *two/three words of the work title should be indicated in italics* after the paraphrase or quotation instead of the author.

Example: According to recent research, the Ukrainian language has a prominent place among the modern languages of the world (*Ukrainian Language*, 2009). Elkins argues that visual studies, as a new discipline, can be “too easy” (*Visual Studies*, 2009, p. 63).

If the author (editor / compiler) of a small work (such as article, parts of a book, web page) cannot be identified, then *two/three words from the work's title should be written in quotation marks* instead of the author's name after the paraphrase or quote.

Example: “Phonetics as a system of material means of speech is a set of sounds, accents and intonations” (“System of Vowel Phonemes”, 2009, p. 6).

References to several works by different authors (made in the same sentence/paraphrase)

If the paraphrase refers to several works written by different authors, then after the paraphrase it is necessary to indicate the name of the author of one book and the year of its publication and after the sign “;” specify the name of the author of the second book and the year of its publication as well.

Example: Many researchers consider literary editing to be one of the most important stages of text processing (Feller, 2004; Rizun, 2002).

References to several works by different authors with the same surnames

If two or more authors have the same surname, their initials must also be indicated in the inter-text reference (or even a full name as well if different authors have the same initials).

Example: There are differing opinions about the effects of cloning (R. Miller, p. 12; A. Miller, p. 46). Although some medical ethics experts argue that cloning will lead to design children (R. Miller, p. 12), others have noted that the benefits of medical research outweigh this consideration (A. Miller, p. 46).

Reference List

The list of references (sources and literature) *includes only* those sources and historiography that are *directly* cited in the text.

Reference list is placed at the end of the work on a separate page. It provides the information needed to find and retrieve any source cited in the text of the document.

The name of the list of references and literature is called “References”. The title is centred and written without quotation marks.

The quoted material is *in alphabetical order* by the author’s name (or editor / compiler, if there is no author). If the material does not have the author, it must be distributed by the first letter of the title.

First, the sources in Cyrillic are presented, then – those in Latin.

If the description indicates several works by the same author, editor or compiler, then the entries are arranged in chronological order by *year of publication in ascending order*.

Each description of the source begins with a new line. If the description of the source is more than one line, then the first line of description is left-aligned and all subsequent ones are 1.25 cm long. The title of the book / journal is italicized.

Example:

Benjamin, A. C. (1960). The ethics of scholarship: A discussion of problems that arise in its application. *Journal of Higher Education*, 31(9), 471-480.

Rules for References

If the publication lists **no more than seven authors** (or editors / compilers, if the book is without an author), then all authors should be referenced (see bibliographic descriptions of books with authors).

Example:

Bragg, S. M. (2010). *Wiley revenue recognition: Rules and scenarios* (2nd ed.). Hoboken, NJ: Wiley.

Тимошик, М. В. (2004). *Видавнича справа та редагування*. Київ: Ін Юре.

Hubbard, R. G., Koehn, M. F., Omstein, S. I., Audenrode, M. V., & Royer, J. (2010). *The mutual fund industry: Competition and investor welfare*. New York, NY: Columbia University Press.

Шульгін, В., Слободяник М., & Павленко В. (2014). *Хімія*. Харків: Фоліо.

If eight or more authors (editors / compilers) are listed in the publication, the references should list the names of the *first six* authors, then insert three dots

(...) and include the name of the last author (see descriptions of the books with authors).

Example:

Zinn, H., Konopacki, M., Buhle, P., Watkins, J. E., Mills, S., Mullins, J. W. ...
Komisar, R. (2008). *A people's history of American empire: A graphic adaptation*. New York, NY: Metropolitan Books.

Прусова, В. Г., Прихач, О. С., Довгань, К. Л., Остапенко, Г. Г., Бойко, С. О.,
Поліщук, О. О. ... Бондар, Г. Р. (2004). *Математика*. Київ: Освіта.

If author is organization then:

Example:

Інститут світової економіки та міжнародних відносин. (2012). *Держава в економіці Японії*. Київ: Наука.

If a part of the **book or article** is used, the source is written in italics.

Example:

Grosman, D. (2009). Writing in the dark. In T. Morrison (Ed.), *Burn this book*, 22-32. New York, NY: HarperCollins Publishers.

Farrell, S. E. (2009). Art. In D. Simmons (Ed.), *New critical essays on Kurt Vonnegut*, 91-102. New York, NY: Palgrave Macmillan.

Балашова, Є. (2014). Стратегічні дослідження. В А. Сухоруков (Ред.), *Пріоритети інвестиційного забезпечення*, 5-9. Київ: Наукова думка.

Benjamin, A. C. (1960). The ethics of scholarship: A discussion of problems that arise in its application. *Journal of Higher Education*, 31(9), 471-480.

Роїк, М. (2014). Сучасний стан реєстрації представників роду Salix. *Біоенергетика*, 1(5), 21-23.

Itzkoff, D. (2010, March 31). A touch for funny bones and earlobes. *New York Times*, C1.

Ali, A. H. (2010, April 27). 'South Park' and the informal Fatwa. *Wall Street Journal*, A17.

Лиховид, І. (2016, Січень 15). Медичний прорив. *День*, 2.

When using **web-sources**, the name of a document or book is indicated in italics, and in the case of **an article**, the name of the electronic journal or site.

Example:

Musés, C. A. (Ed.). (1961). *Esoteric teachings of the Tibetan Tantra*. Retrieved from <http://www.sacredtexts.com>.

Дахно, І. (2014). *Право інтелектуальної власності*. Київ: ЦУЛ. Взято з http://culonline.com.ua/full/959pravo-intelect-vlasn_dahnopdf.html.

Itzkoff, D. (2010, March 31). A touch for funny bones and earlobes. *New York Times*, C1. Retrieved from www.nytimes.com.

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Hsueh, C. (2010). Weblog-based electronic portfolios. *Educational Technology Research*, 58(2), 11-27. doi:10.1007/s11423-008-9098-1.

Ingwersen, P. (1992). *Information retrieval interaction*. Retrieved from <http://www.db.dk/pi/iri>.

When using **Arabic, Chinese, or Japanese sources** in a scientific project, the student provides the name of the work in transliteration and then translates it into Ukrainian. If the literature is written in **languages other than** English, Russian and Ukrainian, the student translates the name into Ukrainian and indicates the language at the end in brackets.

Example:

Кусано, А. (1999). *Ніхон но сейдзі (Політика Японії)*. Токіо: Бунгей сьондзу (японською мовою).

Παπαναστασίου, Γ. (2001). *Το γλωσσικό λάθος. Εγκυκλοπαιδικός οδηγός για τη γλώσσα (Мовна помилка. Енциклопедичний путівник з мови)*. Θεσσαλονίκη: Κέντρο Ελληνικής Γλώσσας, 199-202 (новогрецькою мовою).

Уашингтон таиду кираа лі уад фі аш-шарк аль-аусат (Вашингтон переглядає ситуацію на Близькому Сході) (01.08.1997). *Аль-уатан аль-арабій*, 4-5 (арабською мовою).

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- Guzel, C. (Ed.). (2002). *Turkler (Турки)*. Cilt 1. Ankara: Yeni Turkiye Yayinlari (турецькою мовою).
- Oran, B. (Ed.). (2002). *Turk dis politikasi (Зовнішня політика Туреччини)*. Cilt 1. Istanbul: Iletisim Yayinlary (турецькою мовою).

Appendixes

Appendixes to Master work are placed at the end, after the “References”. These can be illustrations, maps, charts, tables, charts, lists, documents that the author first introduces to scientific circulation etc. We consider it necessary to provide as an appendix all the basic documents that a student downloads from the Internet.

Each appendix must be sure to indicate the source from which the author obtained the information.

All appendixes must be sequentially numbered and named according to their contents. The numbering of sheets with appendixes continues the overall numbering of the body of the work.

The size of appendixes is not taken into account when determining the size of a student project.

TECHNICAL DESIGN OF THE WORK

The text should be typed on a computer in 14 Times New Roman font at 1.5 intervals.

The sheets should be intertwined in hard cover.

The edges of the sheet above and below should be 2 cm, left - 3.5 cm, right - 1.5 cm.

All pages of the work, except the title page, must be numbered in the upper right corner of each page.

Thus the numbering begins with the number “2” on the second page. The second page in the work has “Table of Contents”, which lists the components of the work: introduction, sections with numbers and titles, conclusions, references, and numbered appendixes.

All the names of the components of the work are entered in the text of the work, not written on separate sheets. Introduction, sections, conclusions, list of references start from a new page. The names of parts of the work are printed in capital letters in the centre of the first line of the page; there is no need to put a dot after the name.

The Master paper is signed by the author and his scientific supervisor on the last page; the head of the department writes a resolution on the admission of work to protection on the title page.

APPENDIXES

Appendix 1

Content sample design

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