**Instruction**

The conference paper should be prepared in accordance with the following principles;

 **Language:** The scientific paper can be written either in Georgian or in English.

**Author:** Write name and surname, academic degree (if any), email and phone number.

**Volume, format:** The volume of a document shall not exceed 10 pages. The document containing more than 10 pages will be returned to the author for shortening. The text should be executed using line spacing - 1.5 on A4 sheets. The top and bottom margins should be: 2.5 cm, left and right - 2.5 cm.

**Abstract:** The paper should have Georgian and English abstract of no more than 200 words. The abstract indicates the subject of the research, a brief description of the problem(s), the research method.

**The structure of the paper:** The paper should have a clear structure: an introduction and conclusion should be presented without numbering. Chapters should be numbered with Latin (I, II…) or Arabic (1,2...) numerals. It should be divided into subchapters (respectively, in Latin numbering I, 1, 1.1 or in Arabic numbering 1, 1.1, 1.1.1.).

**Keywords:** The abstract should be followed by 8-12 keywords.

Abbreviations (acronyms), basic text formatting and citation standards, **citation:**

It is preferable to use universally accepted and common acronyms (e.g., etc.). In some cases, lesser-known abbreviations may also be used (e.g, GCC - Civil Code of Georgia, LC - Labour Code, CEC - Central Election Commission, etc.). When the acronym is used for the first time, it is written in brackets after the full form.

When citing a normative act, indicate its full title, date of adoption, number and web address from the official website of the Legislative Herald (in case of Georgia); In case of foreign normative acts, indicate relevant valid internet page (official website, if possible) or full print edition data for a book, collection, etc. complying with these standards for reference to the printed publications.

Surnames (with name or initials if necessary) and Latin terminology should be italicized in the text; This rule applies to both Georgian and English texts. Other foreign language inserts in the main (Georgian) text are made without italics. Foreign terms and expressions should be given in a footnote unless the immediate purpose of the paper is to ascertain the origin of the term.

The reference is appropriate if the quotation is in quotation marks and the footnote is made according to the rules below. The appropriate word is used in case of periphrasis or to indicate the source of formation of an opinion:

"See" or "Cf.". "Compare" is used when the author needs to refer to a different opinion.

In the main text, it is allowed to refer to only the information or analysis necessary for the achievement of the goal that is directly related to the title of the paper or to the stated goal. Additional information may be available in the footnote.

 „Lower“ and „upper“ („...“) quotation marks should be used in Georgian text, “upper” (“...”) quotation marks - for foreign text;

Punctuation marks at the end of the quoted text - full stop, colon, semicolon, question and exclamation marks are written before the quotation mark when they end the sentence. They are written after the quotation mark, depending on the context, if the quotation mark belongs to a particular word or phrase;

When a quotation mark, a punctuation mark, and a footnote appear at the same time next to a word, the following sequence should be followed: 1. A quotation mark, 2. A punctuation mark, 3. A footnote (unless the footnote address to any of the terms inside the quotation mark);

And at the end of the quoted text (sentence): 1. Punctuation mark, 2. Quotation mark, 3. Footnote mark. Two quotation marks are not written together. In case of brackets, their different norms can be used;

The usage of a dash and hyphen should be distinguished in the text. A hyphen is a short line with no space before or after it, and a dash is a longer line that has a space before and after;

**When using literary sources, it is necessary to indicate:**

a) **For book** - Surname of the author(s), initials of the name, title of the book (without quotation marks), number of the section, part, volume (if necessary), publisher, place of publication, year, page without p.);

b) **For an article from a collection** - Surname of the author(s) of the article, initials of the name, title of the article (without quotation marks), title of the collection (without quotation marks), indicating who edited it, number of the section, part, volume number (if necessary), publisher, place of publication, year, page (without p.);

c) **For an article from a journal (newspaper)** - Surname of the author(s) of the article, initials of the name, title of the article (without quotation marks), type of periodical abbreviated (J, newsp.,), title (in quotation marks), number, year (month, number), page (without p.); All bibliographic elements of foreign sources should be indicated in the language of the original, or in the language in which it is communicated to the author (with reference to the appropriate official translation).

At least 2/3 of the total number of scientific sources cited in the paper should be literature published in Western European languages, except in exceptional cases due to the specifics of the topic.

Georgian sources in English translation are indicated in translated form with the same standard as Georgian citation.

The footnote should adhere to the following system: the author (and all surnames used, e.g., editor) should be in italics (Italic), and the title of the paper and other information - in normal font; All units (except the surname and initials) are separated by a comma and a full stop is written at the end of the footnote.

Materials retrieved from the Internet require an indication of the appropriate website and the date of its last retrieval; In case of an article, the author's surname, title of the article, website, date should be indicated. The electronic address is indicated in triangular brackets (<....>), and the date of the last update – in the square brackets ([ ]).

d) For decisions of international and other countries’ courts:

The names of cases and their decisions are written in the text in Georgian (italic), and it can be written in the full in its original language there or in a footnote in the following order: party v. party, year, publishing body, page, court. It is also possible to use an official standard of citation from the official website.

E.g.: For British courts: Argyll v. Argyll, [1967] 1Ch 302,324, .332)

e) For national court judgments:

It is necessary to maintain the official national style. In the absence of a uniform national approach, the author should be guided by the following basic rule:

When referring to Georgian court judgments, the following cases should be distinguished

1. The judgement is published,

2. It is possible to get acquainted with it in the official electronic source,

3. It is available only in the court archives and uniform approaches should be established.

Rules for referring to the documents of international organizations:

They are referred to in a style officially used by the international organization (see

official websites).

References to conventions and international agreements:

Conventions and international treaties are referred to as follows, e.g.: 1985 Vienna Convention for the Protection of the Ozone Layer, International Legal Materials, 1985, 1520.

When referring to the same source in a footnote that was already used, it is necessary to distinguish the following cases:

a) instead of the source indicated directly in the previous footnote, it is written ‘Ibid’, and then (if necessary) differing data is indicated (volume, year, page);

b) When referring to the source referred before but not directly in the previous footnote, the full name of this source should be indicated with the appropriate page.

List of references: The paper should be accompanied by the list of normative acts, court decisions and literature referred (see the link for a guidance).