




ABBREVIATIONS



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- A **uniform** system of abbreviations should be used throughout the whole thesis. Use the **full name** of an abbreviation when it appears in the text for **the first time**.
 - Abbreviations which are not generally accepted and which may give rise to doubt, or abbreviations specially introduced by the author, shall be used only after they have been explained in a list of abbreviations; an abbreviation may be explained in the text – when it first appears – in brackets immediately after use of the full name.

LIST OF ABBREVIATION

- contains – in alphabetical order – abbreviations of names of normative acts, journals, institutions, etc. used in the thesis;
- gives the full name of the abbreviation;
- does not include commonly used abbreviations (e.g., etc., i.e. ...).

KEYBOARD SHORTCUTS

- « ALT + 0171 – opening guillemet (angle/French quotes)
- » ALT + 0187 – closing guillemet (angle/French quotes)
- „ ALT + 0132 – opening quotation mark
- ” ALT + 0148 – closing quotation mark
- CTRL + SHIFT + SPACE – hard space
- CTRL + SHIFT – rearrangement of the keyboard – changing “z” and “y”
- CTRL + SHIFT + – superscript (for a footnote number)
- CTRL + c – copy
- CTRL + v – paste
- Right Alt + j – insert footnote