



**REPUBLIC OF ALBANIA  
UNIVERSITY OF TIRANA  
FACULTY OF FOREIGN LANGUAGES**

**REGULATION  
ON THE ORGANIZATION AND FUNCTIONING OF THE PERMANENT  
COMMISSION FOR THE AWARD OF THE SCIENTIFIC DEGREE “DOCTOR”  
AT THE FACULTY OF FOREIGN LANGUAGES**

**APPROVED BY THE DECISION OF THE DEAN’ S OFFICE**

**No. 23, Dated 04/07/2025**

**TIRANA**



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**GENERAL PROVISIONS**

**Chapter I**

**Article 1**

**Purpose**

The purpose of this regulation is to ensure the proper functioning of the aforementioned Commission, so that the process of awarding the *Doctoral Degree* to academic staff is carried out in accordance with the legislation in force, the state standards for obtaining this degree, and in compliance with ethical principles.

**Article 2**

**Scope**

This regulation defines the internal regulatory framework governing the activities of the Commission, in cooperation and coordination with other responsible structures, both at the main and basic unit levels, for the implementation of the process of academic staff promotion, as well as the rights and obligations of candidates for obtaining the scientific degree of *Doctor*.

**Article 3**

**Legal Basis**

This regulation is drafted in accordance with and in implementation of Law no. 80/2015 “*On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania*”; Law no. 8480, dated 27.05.1999 “*On the Functioning of Collegial Bodies of State Administration and Public Entities*”; Decision of the Council of Ministers no. 112, dated 23.02.2018, “*On the determination of criteria for obtaining the scientific degree ‘Doctor’ and state standards for obtaining the academic titles ‘Associate Professor’ and ‘Professor’*”, as amended; the Statute of the University of Tirana (2018);<sup>1</sup> the Regulation on the Organization of Doctoral Study Programs at the University of Tirana (2021)<sup>2</sup>; and the Regulation on the

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<sup>1</sup> [https://unitir.edu.al/wp-content/uploads/2019/08/Statuti\\_2018.pdf](https://unitir.edu.al/wp-content/uploads/2019/08/Statuti_2018.pdf)

<sup>2</sup> <https://unitir.edu.al/wp-content/uploads/2021/05/rregullore.pdf>



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Organization of Doctoral Study Programs at the Faculty of Foreign Languages (2022)<sup>3</sup>, as well as the Code of Ethics of the University of Tirana (2021)<sup>4</sup>

**Article 4**

**Scope of Application**

This regulation shall be applied by the Commission and other responsible structures for all applications submitted after the entry into force of Law No. 80/2015, *“On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania,”* as well as in accordance with Decision of the Council of Ministers No. 112, dated 23.02.2018, *“On the determination of criteria for the awarding of the scientific degree ‘Doctor’ and state standards for the awarding of academic titles ‘Associate Professor’ and ‘Professor’,”* as amended.

**Chapter II**

**Organization and Functions of the Permanent Commission for the Awarding of the Scientific Degree “Doctor”**

**Article 5**

**Composition of the Permanent Commission**

The Commission is a collegial body elected at the higher education institution (HEI) level for the promotion of academic staff to the degree of **DOCTOR**.

1. The Commission is elected every two (2) years, and its members are part of the internal academic staff of the main unit;
2. The Commission is composed of not fewer than five (5) and not more than eleven (11) members, holding the titles of **Professor** or **Associate Professor**;

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<sup>3</sup> <https://fgjh.edu.al/rregullore-per-organizimin-e-programit-te-studimit-te-doktoratures-ne-fakultetin-e-gjuheve-te-huaja/>

<sup>4</sup> <https://www.fhf.edu.al/wp-content/uploads/kodi-i-etikes.pdf>



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3. The members of the Commission self-nominate and are elected by the Assembly of the HEI;
4. A member of the Commission must meet the following criteria:
  - Have more than five years of work experience as an internal academic staff member;
  - Have not received any disciplinary or ethical warning, or any other form of sanction;
5. The Chair of the Commission is elected from among its members by a simple majority vote;
6. A Deputy Chair may be designated to replace the Chair in case of absence or delegation of duties;
7. The Commission has a technical secretary, who is not a member of the Commission

**Article 6**

**Mandate of the Commission Member**

1. The mandate of a Commission member lasts for two (2) years, with the right to be re-elected.
2. The mandate of a Commission member begins on the date of official approval as a member of the Commission.
3. The mandate of a Commission member ends in the following cases:
  - a) upon the expiration of the term;
  - b) upon resignation;
  - c) when the member terminates employment with the University of Tirana;
  - d) when the member is absent without justified reason from three (3) consecutive Commission meetings within a year;
  - e) when convicted by a final court decision for committing a criminal offense;
  - f) in cases of incapacity to perform duties;
  - g) in cases of serious violations of the law;
  - h) upon reaching retirement age;
  - i) upon sudden death.
4. Any vacant position in the Commission is filled by the next candidate on the list of applicants for Commission membership.

**Article 7**

**Functions of the Commission**

The Commission performs the following functions:



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1. Implements meticulously the Regulation of the Permanent Commission for awarding the academic degree **“DOCTOR”**, prepared in accordance with the law;
2. Enforces the Regulation on the organization and functioning of the Permanent Commission for awarding the academic degree **“DOCTOR”**;
3. Ensures compliance with national and legal standards for obtaining the doctoral degree;
4. Cooperates with the main unit and the basic units in carrying out the evaluation procedures;
5. Approves the package of forms, templates, and document formats for the evaluation procedures;
6. Formalizes the rules for writing the dissertation;
7. Reviews and evaluates whether candidates fulfill the national standards for obtaining the doctoral degree as stipulated in current legal and sub-legal acts;
8. Selects the members of the jury proposed by the base unit and approves the jury that evaluates the fulfillment of national standards for academic titles, appointing its chairperson;
9. Reviews and decides on candidates' appeals regarding the procedures.

**Article 8**

**Meetings of the Permanent Commission**

1. Meetings of the Commission are usually convened by its Chairperson.
2. Notifications for calling meetings and the agenda are sent via email at least 6 (six) calendar days prior to the date of the meeting.
3. Meetings may also be convened upon the request of at least half of the Commission members, specifying the issues for which the meeting is called. In such cases, the notification must be sent within 15 calendar days after the request and at least 2 (two) calendar days before the meeting date.
4. Requests to include items on the agenda must be submitted via email at least 4 (four) calendar days before the scheduled meeting date.
5. Any changes to the agenda, date, or time of the meeting must be communicated to Commission members at least 2 (two) calendar days in advance by the Specialist of the Research Department, so that all members are informed of the changes.
6. At the time of notification for the meeting, all materials to be discussed such as reports, evaluations, assessments, etc, must be sent electronically to the Commission members.
7. The meeting is valid if more than half of its members are present.
8. If a majority of members are not present at the opening of the meeting, the Chairperson schedules the meeting on another day, at least 24 hours after the initial date.



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**Article 9**

**Decision - Making**

1. The Commission makes decisions only on matters included in the meeting agenda, except in cases where at least 2/3 of the members present agree to include additional items on the agenda.
2. Decisions are made by a simple majority of votes of the members present at the meeting.
3. Voting in Commission meetings is conducted openly.
4. Commission members present at the meeting, who have no legal impediment to vote, express their position as “for” / “against.” Any “against” opinion must be submitted in writing and attached to the decision. Members who, for objective reasons, are not present at the meeting have the right to submit their vote in writing.
5. The Chairperson of the Commission for the Promotion of Academic Staff votes last.
6. In the event of a tie, the Chairperson’s vote is decisive.
7. Decisions are signed by the Chairperson of the Commission.

**Article 10**

**Minutes of Meeting**

1. In every meeting, minutes of the meeting are kept, containing information on the date of the meeting, the attendance of participants, the agenda items, a summary of discussions, the voting results, the decisions taken, as well as follow-up actions for implementing the decisions.
2. The minutes are kept by the Specialist of the Scientific Research Branch.
3. After the meeting, the minutes are drafted and sent to the members of the Commission via email.

➤ *Contents of the Minutes of Meeting*

**What the minutes should include:**

- a. The minutes must state the exact date, month, and year of the respective meeting.
- b. The minutes must provide a concise summary of the conclusions and discussions on the agenda items and any additional matters agreed upon during the meeting, clearly identifying the names of the members. The minutes should also accurately and distinctly record the decisions taken by the Commission, separate from the discussions.

➤ *In case of discrepancies:*

If the minutes do not correspond to what was discussed during the meeting, any



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Commission member has the right to request corrections and the drafting of a new set of minutes in accordance with the agenda items addressed in the respective meeting.

1. The minutes in HARD COPY are to be deposited in the archive of the Specialist of the Scientific Research Branch.
2. The minutes are also transcribed and stored in the electronic archive of the Specialist of the Scientific Research Branch.
- 3.

**Article 11**

**Duties of the Specialist of the Scientific Research Department**

1. Implement the relevant regulation concerning the duties and responsibilities assigned to them;
2. Send all relevant notifications to the members regarding upcoming meetings or other matters related to the commission via email;
3. Accurately and diligently keep minutes of each meeting;
4. Transcribe the minutes and send them to the Commission members via email;
5. Take custody of any files delivered with the minutes;
6. Manage the doctoral candidates' dossier accurately and systematically;
7. Notify candidates in case of issues encountered during the review of their dossier by the rapporteur;
8. Inform the Commission Chair in case of complaints from candidates;
9. Attend and keep minutes during the submission, completion, or return of documentation or dossier by the candidate or any Commission member;
10. Be ready to provide appropriate assistance regarding the documentation to the rapporteur reviewing the dossier;
11. Be responsible for any issues arising from the loss of documentation related to the candidate's dossier or Commission records;
12. Maintain continuous contact with the Commission Chair regarding any issues or matters that need to be addressed or resolved;
13. Provide necessary information regarding the completion of dossier by the candidates;
14. In case of absence from a meeting, notify the Chair in advance who will take measures for temporary replacement. This replacement may be performed temporarily by a Commission member;
15. In case of dismissal / In the event of termination of employment for any reason, the Commission must request immediate replacement;
16. Before leaving the position, the Specialist of the Scientific Research Branch must deliver in writing, via minutes, all documentation in their possession, both in hard copy and electronic format, to their successor or whoever replaces them.



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**Article 12**

**Formalization of Decisions**

1. The decisions of the Commission are transcribed by the Specialist of the Scientific Research Branch no later than two working days after the conclusion of the meeting.
2. For administrative follow-up, decisions are prepared in three copies, signed by the Chair. One copy is kept in the Commission's documentation, one copy is sent to the main unit where the candidate submitted the application and corresponding dossier, and the third copy is archived in the Protocol and Archives Sector of the University of Tirana.
3. The Commission's decisions regarding the formation of the Jury for the defense of the Doctoral Degree, as proposed by the basic units, are forwarded to the head of the higher education institution (IAL) for approval<sup>5</sup>.

**Article 13**

**Rights and Responsibilities of a Commission Member**

1. A Commission member must comply with the Regulations regarding the duties and competencies assigned to them.
2. A Commission member must attend every meeting, except in justified cases.
3. A Commission member cannot be absent more than three consecutive times in a year from the meetings of this Commission.
4. A Commission member must actively participate in matters on the agenda.
5. A Commission member has the right to express their opinion in a reasoned manner, based on what the law provides regarding their rights and competencies as a member of this Commission.
6. A Commission member must responsibly carry out every task assigned to them and within their competence.
7. A Commission member must respect deadlines for completing tasks according to the legal framework.
8. A Commission member has the right to oppose decisions that, in their view, conflict with the competencies established by law concerning this Commission or its members.
  - The objection must be submitted in writing and forwarded to the Chair and other Commission members.

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<sup>5</sup> Pika 11, Kreu I, VKM 112, dt. 23.02.2018





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9. A Commission member must maintain confidentiality regarding discussions held during Commission meetings.
10. A Commission member has the right to resign for justified reasons. In this case, the resignation request must be submitted in writing to the Chair of the Commission. The request is presented to the Commission, and the corresponding decision is made by majority vote. Their replacement is made according to Article 7, point 7.

**Article 14  
Responsibilities of the Commission Chairperson**

1. The Chairperson organizes and presides over all Commission activities.
2. The Chairperson ensures compliance with the Regulation concerning their responsibilities and authority.
3. The Chairperson must attend every meeting. In case of a justified absence, they shall notify the Commission and designate either the Vice-Chairperson (if elected) or another Commission member to chair the meeting.
4. The Chairperson opens each meeting and proceeds with the agenda items.
5. The Chairperson instructs the Specialist of the Scientific Research Branch to record attendance and maintain the minutes of the meeting.
6. The Chairperson provides each member the opportunity to express their opinion.
7. The Chairperson maintains order, communicates ethically and rationally, and exercises authority to resolve arising issues.
8. The Chairperson submits decisions to a vote and, after counting, approves or rejects them based on the majority.
9. In case of a tie, the Chairperson's vote counts as double.
10. The Chairperson, together with the Specialist of the Scientific Research Branch, finalizes the decisions, signs them, and deposits them according to the Regulation.
11. The Chairperson allocates tasks within the Commission fairly and rationally.
12. In the event of resignation, submitted in writing to the Commission and the Head of the Main Unit, the Commission convenes to elect a new Chairperson.
13. In the event of the Chairperson's death, the same procedure as in point 12 and in accordance with point 4, Article 7, shall apply for their replacement as a Committee member

**Article 15  
Duties of the Dossier Rapporteur (Relator)**

1. The Rapporteur must comply with the Regulations regarding the duties and competencies assigned to them.



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2. The Rapporteur who will review a candidate's dossier is proposed in the next meeting of the Commission.
3. The Rapporteur reviews the dossier submitted by the Specialist of the Scientific Research Branch, which is received with the relevant handover protocol (handover report of the dossier).
4. The Rapporteur checks every document submitted in the dossier according to the criteria established by law.
5. The Rapporteur examines the procedural correctness in the preparation of the dossier.
6. The Rapporteur verifies the accuracy of the documentation and data deposited in the dossier according to legal requirements and other regulatory acts. If discrepancies are found, they request correction, completion, or replacement.
7. The Rapporteur verifies the accuracy of publications deposited in the dossier according to legal requirements and other regulatory acts. If discrepancies are found, they request correction, completion, or replacement.
8. The Rapporteur checks the formal aspects of the work. If standards are not met, they request fulfillment of the formal requirements.
9. The Rapporteur prepares the final report, signs it, and submits it within the prescribed deadlines.
10. The report is discussed in the relevant meeting and once approved, is deposited with the Specialist of the Scientific Research Branch.
11. The Rapporteur is responsible for any miscommunication or exceeding of competencies.
12. In the event the Rapporteur resigns from the assigned task, a new Rapporteur is proposed in the next Commission meeting for the respective dossier.

**Article 16**

**Final Provisions**

1. This Regulation enters into force immediately upon its approval by the Dean's Office.
2. Amendments to this Regulation may be made upon the request of no fewer than two-thirds (2/3) of the members of the Commission.

**DEAN**

**Prof. Dr. Esmeralda KROMIDHA**



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**DISSERTATION WRITING MANUAL**

Criteria for the writing and submission of the dissertation

**Criterion 1**

**Requirements for the Submission of the Dissertation**

**1.1** The dissertation must reflect research work in the field of linguistics, literature, communication, didactics or translation, related to the Department/Unit where the student is enrolled in the doctoral program, as well as the student's professional ability for scientific research.

**1.2** The dissertation must provide theoretical and/or empirical innovation in the relevant field of research and constitute a contribution to the advancement of scientific knowledge.

**1.3** The dissertation shall be submitted in 5 (five) original copies and 20 (twenty) Author's Abstracts in A5 format. The cover page must include:

- Name of the University (at the top, centered on the cover page);
- Name of the Faculty (at the top, centered on the cover page);
- Name of the Department where the doctoral program was carried out (at the top, centered on the cover page);
- University logo (at the top, on the left side of the cover page);
- Faculty logo (at the top, on the right side of the cover page);
- The word **DISSERTATION** (centered on the cover page);
- Name of the doctoral program (centered on the cover page);
- Candidate's name (at the bottom, on the left side of the cover page);
- Name and title/degree of the Supervisor (at the bottom, on the right side of the cover page);
- City and year of defense (at the bottom, centered on the cover page);
- The Committee prepares the model of the first page (cover page).

**1.4** The back cover shall be of the same color as the front cover and shall include:

- *An abstract* in Albanian and in English. Each version shall consist of 200 words and shall be written in 10-point font size.



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- **Keywords.** The student, in collaboration with the scientific supervisor, shall carefully select the keywords, ensuring their appropriateness and consistency with the terminology used in the dissertation.

**Criterion 2**

**Technical requirements of the dissertation**

**2.1 Format:** The dissertation shall comply with the formatting requirements stipulated in these regulations as well as with the applicable legal acts in force. If the dissertation is not presented in the required format, it shall not be accepted until all formatting requirements have been duly fulfilled.

**2.2 Length of the dissertation:** The dissertation shall not be shorter than 400,000 (four hundred thousand) characters including spaces.

**2.3 Type of paper:** The dissertation shall be printed on white A4-format paper.

**2.4 Typing:** All copies of the dissertation shall be computer-typed, clearly printed and easily legible. Handwritten manuscripts shall not be accepted.

**2.5 Line spacing:** The text shall be typed with 1.15 line spacing. The same spacing (1.15) shall also be applied in the preparation of long tables, extracts, notes, extended explanations, and the bibliography list.

**2.6 Font type:** A single font type shall be used consistently throughout the dissertation. The font shall be *Times New Roman*, with a font size of 12.

- The Preface shall be typed in *Italic*.
- Titles shall be written in **uppercase bold letters**, centered, with font size 12.
- References and table text shall be typed in font size 10.
- Pages shall be printed on one side of the sheet only.

**2.7 Margins:** The margins for the entire text shall be as follows:

- Top margin: 1"
- Bottom margin: 1"
- Left margin: 1.25"
- Right margin: 1.25"

**2.8 Pagination:** All page numbers shall be placed at the bottom and centered on the page.

- Roman numerals shall be used in the introductory part of the dissertation.



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- Arabic numerals shall be used in the main body of the dissertation, including the chapters of the study.
- The pages of the bibliography and appendices shall also be numbered with Arabic numerals, continuing the sequence of the main text.

**2.9 Notes:** Notes shall be prepared electronically. For footnotes and all other types of notes, a font size of 10 shall be used.

**2.10 Tables:** Tables shall be included within the body of the text. They shall be centered on the page, within the prescribed margins. Each table shall be assigned a reference number in Arabic numerals. The table number shall correspond to the chapter number to which it belongs. The word “*Table*”, the table number, and the legend shall be placed above the table. If the table continues onto the next page, the legend shall not be repeated. If a table contains quotations, the references shall be duly indicated.

**2.11 Diagrams:** If diagrams are presented as images, they shall be placed on the corresponding page; illustrations or charts do not necessarily follow the text or tables. The word “*Figure*”, the figure number in Arabic numerals, and the explanation shall be placed below the diagram. Generally, a diagram shall not exceed one page. If a diagram continues onto the next page, the same rules as for tables shall apply. Like tables, diagrams shall be grouped together and numbered sequentially. Photographs smaller than a full page shall be placed on the corresponding page.

**2.12 Accompanying materials:** If the dissertation contains accompanying materials, such as computer disks, videos, or tapes, etc., which constitute an important part of the dissertation, they shall be attached to the dissertation.

**2.13 Quotations:** Quotations shall be enclosed in quotation marks and form part of the text. Quotations longer than five lines may be set off from the main text by indenting up to 1 cm. In such cases, quotation marks may be omitted. For quotations, a smaller font size or italic type may be used.

Omitted parts shall be indicated by three dots enclosed in square brackets: [...].

**2.14 References:** References shall be placed at the bottom of each page and listed using Arabic numerals. Each reference shall include the following information:

- a) Information about the author of the text (the full surname and the initials of the first name);
- b) The full title of the work (in cases where the source is a scientific journal or proceeding, both the title of the journal or publication and the title of the article or scientific paper being referenced shall be indicated);
- c) Year of publication;
- d) Publishing house, place of publication, and page number(s).



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When the same source is cited two or more times, an abbreviation such as “*op. cit.*” or the Latin term “*ibidem*” shall be used.

On the following page of the text, the bibliographic data shall be provided in full again.

The sources in the bibliography shall be arranged alphabetically by the authors’ surnames. When a work has multiple authors, it shall be ordered alphabetically based on the surname of the first author.

□ **References (footnotes) and bibliography:**

Examples of citations: The following examples illustrate the use of citations in the form of footnotes and as a bibliography (at the end of the dissertation).

First, an example of a reference as a footnote, placed at the bottom of the page, is provided, followed by an example of the shortened citation when the same source is cited again, and finally an example of the bibliography entry, which is placed at the end of the dissertation.

-These references follow the *Chicago Style* of citation.

The use of italics, as shown in the examples, must be maintained exactly as indicated.

➤ **Books**

**Single author**

1. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

➤ **Two or more authors**

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.
2. Ward and Burns, *War*, 59–61.  
Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

➤ **Four or more authors**

All authors may be listed in the bibliography; in the footnote reference, only the first author is listed, followed by the term *et al.* (“and others”):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*
2. Barnes et al., *Plastics . . .*

➤ **Editor, translator, or compiler – in place of the author**



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1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
2. Lattimore, *Iliad*, 24.  
Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

➤ **Chapters or other parts of a book**

1. John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.
2. Kelly, “Seeing Red,” 81–82.  
Kelly, John D. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

➤ **Article in a scientific journal**

In such cases, the page referred to shall be indicated in the footnote. In the bibliography, the page ranges from the beginning to the end of the article shall be provided.

1. Joshua I. Weinstein, “The Market in Plato’s Republic,” *Classical Philology* 104 (2009): 440.
2. Weinstein, “Plato’s Republic,” 452–53.  
Weinstein, Joshua I. “The Market in Plato’s Republic.” *Classical Philology* 104 (2009): 439–58.

➤ **General internet sources**

Council of Europe website. Retrieved from <http://www.cm.coe.int>.

When referring to the same source previously cited, one may use *Ibid.* (Latin) or *ibid.* (English), e.g., *Ibid.*, 10 (page 10).

When only an idea is referenced, the citation shall be placed at the end of the sentence.

When citing the original text, the quoted passage shall be enclosed in quotation marks.

A quotation shall not exceed five lines in normal spacing and font size 10 pt.

If sources are taken from internet pages, the specific webpage and the date of access must be indicated. The access date shall be placed in parentheses.





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A single consistent citation method shall be used throughout the entire dissertation.

**2.15 Bibliography:** The bibliography shall be placed at the end of the dissertation. The same rules used for references shall apply to the presentation of sources in the bibliography. Every source cited in the dissertation must appear in the bibliography, and, conversely, all sources listed in the bibliography must correspond to citations made in the dissertation.