

APPROVED
in a meeting of
the Studies Advisory Council
15 March 2010
the Minutes No.7

Liepāja University

**GUIDEBOOK ON THE FORM AND
CONTENT OF ACADEMIC PAPERS**

Methodological Instructions

Liepāja 2010

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Introduction

Liepāja University study programs involve writing of variety of academic papers by the students independently, thus allowing students to develop their professional competence and helping to master the skills which are necessary for the academic writing. In the course of a study process, students are required to write several research works (a term paper, a seminar paper, a course paper, a course project, a submodule test paper, a submodule course paper, and a project paper) and a final thesis (a qualification paper, a diploma project paper, a bachelor's paper, a diploma paper, a master's paper, and a dissertation).

The Methodological Instructions "Guidebook on the Form and Content of Academic Papers" lay down both the general normative and **the mandatory requirements** (please refer to Appendix 3) for the form and content of the academic papers listed above; the mandatory requirements along with the specific form samples are enclosed in Appendices.

In addition, the students must also comply with the specific requirements (if applicable), which are laid down for a particular study program, for writing of research papers. These requirements (if applicable) are presented by the Director of the Study Program.

1. Academic Paper Ethics

All the students are required to comply with the ethical norms established for the academic writing and discussions as well as the international and national copyright laws: the "Copyright Law"¹, and the "Scientist's Code of Ethics" approved by the Latvian Council of Science on 11 November 1997.

It is a student's responsibility not to commit the act of plagiarism, i.e. not to copy another person's text, materials or opinions and present them as one's own, while taking part in discussions, presenting an abstract or a report, and writing the academic papers.

However, both the students and experienced scientists are using other scientists' statements by **retelling** or **quoting** them in their discussions and papers. The quoting is not in contravention of the Copyright Law — Section 20 lays down that reproduction of works communicated to the public and published in the form of quotations and fragments for scientific, research, polemical, critical or informative purposes to the extent justified by the purpose is permitted.

¹ The Copyright Law, *Saeima*, the Official Journal of the Republic of Latvia *VSIA Latvijas Vēstnesis*, 2005–2010 [please refer to 9 March 2010]. Available on the following link: www.likumi.lv/doc.php?id=5138

2. Preparation of the Preliminary Draft

The preliminary draft of an academic paper is a variant of the academic paper subjected to consideration, corrections, and further remarks. When writing the preliminary draft, **the standard language culture must be followed**; a text has to be printed one-sided, leaving generous margins. They are required for remarks and corrections.

The preliminary draft **has to contain all proposed structural elements**, i.e. all the parts, chapters and subchapters have to be distinguished in accordance with the requirements. Each of the main structure elements must be written on a new page in the draft; however, chapters and subchapters are to be continued consecutively. The preliminary draft is already to be written in the academic writing, without any spelling, punctuation, or style mistakes.

All the proposed quotes and bibliographic references must be included in the preliminary draft (for the reference forms, please refer to the requirements laid down for a specific study programs).

Selection of quotations and their **use** may cause some difficulties. It is recommended not to get carried away with the retelling of the studied literature. It is also recommended to use laconic quotations, if possible, and only if they are required to justify one's opinion. Creation of a string of quotations must be avoided.

The quotations must be highly accurate, and all the highlights, if any, included in the original must be preserved. If any part of the quotation has to be highlighted (by underlining or changing a font style of the text) on the author's own discretion, it is allowed to do so, however, in brackets, the author of the paper has to write the following phrase "highlighted by the author" or "underlined by the author" and one's own initials right after the corresponding highlight. A double dot “..” is used to indicate the omitted part of the text in a longer quotation. If the greater part of the text (for instance, a part of a sentence, a sentence, and so forth) is omitted, then the double dot has to be put in square brackets — [..].

If the original quotation has been written in a foreign language, it has to be translated into the language used in the preliminary draft. The author of the translation must be indicated (for instance, by writing the following phrase "translated by the author of the academic paper" and the initials of one's own or the corresponding author), if the book has been written in a foreign language.

There are several ways how to write the quotations in the text. Those quotations which are longer have to be written in a form of the direct speech. The writing of such the quotation is to be started with a capital letter and — put in quotation marks. When only a small part of the sentence is quoted, then it can be grammatically included in the text. Such the quotation is also to be put in quotation marks, but its writing should not be started with a capital letter (if only no other language rule requires the writing to be started with the capital letter). Each quotation has to be introduced with the following phrase "the author of the paper quotes on".

Usually, no full quotations are used in the academic papers, only an opinion or a point of view is being retold. In such a case, various introductory phrases, for instance, "in N's opinion", "N admits that", "N considers that", "from the N's research can be concluded that" and so forth, are used in writing or in speech.

It is mandatory to indicate the source for both quotations and retelling of another's persons ideas (a book, an article, or any other material from which the idea has been taken). A reference on the author and the source has to be also added to illustrations, maps, tables, diagrams, and so forth, if they are not created by the author of the paper.

The sources of the quotations are indicated with a specific note which is called a bibliographic reference.

3. Structure of Academic Papers

The final thesis (a qualification paper, a diploma paper, a bachelor's paper, a master's paper, and so forth) has the following structural elements:

- 1) front page,
- 2) summary in the Latvian language,
- 3) summary in a foreign language,
- 4) table of Contents,
- 5) introduction,
- 6) main structure elements, chapters, and subchapters of the paper,
- 7) conclusions,
- 8) recommendations (if any),
- 9) list of Abbreviations (if applicable),
- 10) sources (if any),
- 11) list of literature,
- 12) appendix (if any), and
- 13) Evaluation Form.

3.1 Front Page

On the front page is written only the most relevant information concerning the paper:

- 1) name of the institution of higher education, and the name of the faculty or department;
- 2) author (for the final thesis — a given name, a surname of the author, and for other papers — also the name of study program and course);
- 3) title;
- 4) type (a term paper, a project paper, a module paper, a competition paper, a qualification paper, a diploma paper, a bachelor's paper, a master's paper, and so forth);
- 5) academic advisor (a given name, a surname, an academic degree, and an academic post; please refer to Appendix 6 for the corresponding abbreviations);
- 6) name of place and year.

All the information on the front page must be arranged in a duly manner (please refer to Appendix 1).

3.2 Summaries

A summary is a short statement that provides a quick overview on the paper.

The summary is mandatory for the final thesis (a qualification paper, a diploma paper, a bachelor's paper, and a master's paper). The volume of the summaries must not exceed 2 pages in total — on one page is written the summary in Latvian language and on the other — the summary in a foreign language (English, German, French, or Russian). The structure and the content of the summaries must be the same in both of the languages. Please refer to Appendix 2 for sample summaries.

3.3 Table of Contents

The table of contents is arranged on the next page, following the summaries. The table of contents (with the heading — Table of Contents) provides information concerning the structure of the paper. In the table of contents, all the headings must be equivalent to those which are introduced in the text of the paper.

It is recommended to insert the table of contents automatically. Please refer to Appendix 3 for the technical requirements.

3.4 Introduction

Usually, the introductory part does not have any specific heading, it is simply called — Introduction.

The structure of the introduction is defined by the field of subject of the studies, i.e. the academic papers written in pedagogy, history, philology, computer science, art, economics, management, and so forth, may have different structures of the introduction.

The introduction includes:

- 1) justification and contemporary relevance of a research theme;

- 2) subject of a research;
- 3) aim of a research and the main tasks;
- 4) hypothesis proposed by the author;
- 5) basis for a research;
- 6) theoretical basis — the most significant studies, monographs, quotations from scientists used in the paper;
- 7) methods used for collection, analysis, and description of the research material;
- 8) theoretical and practical applicability of a research, and opportunities for its implementation.

In the introduction, the extension of the previous studies on a selected theme and on problems associated with that theme as well as the extension and the direction of exploration of the theme in the paper, emphasizing the author's contribution into the research of a problem, have to be mentioned. The introduction must be ended with a short overview on the structure of the paper.

3.5 Main Structural Elements of Academic Papers

The structural elements of the academic papers include a solution of the problems and tasks associated with the theme and — listed in the introductory part. The key material to be analyzed in the main part of the paper is the material, observations, and studies collected by a student during a theoretical part of the research. The analysis, statements, and conclusions must be justified. Purposefully selected examples are always considered as a good justification. If the volume of the collected material is substantial, it is recommended to start the descriptive part with the most common and usual examples (studies, results of the questionnaires, and so forth), and thereafter — discuss analyses and descriptions of the exceptions, and specific cases. It may not be possible to include all the materials collected in the text; therefore it is recommended to draw up summary tables, schemes, diagrams, and to present also illustrations, photographs, maps and other materials which could provide a quick overview. It is recommended to enclose the large volume materials in Appendix, at the end of the paper. Selection and enclosure of the materials in Appendix must be justified, and the references on them must be included already in the text of the paper.

At the end of every chapter, it is recommended to write a general conclusion, where the author gives one's own statements on a research carried out within the scope of a particular chapter.

3.6 Conclusions

This part of the paper must be short and concise; however, it must include all **the personal conclusions** made by the author during the research. **The conclusions must be in a form of theses.** They must be numbered.

3.7 List of Abbreviations

The list of abbreviations is arranged after conclusions at the end of the paper. If only several abbreviations are used in the paper, it is not necessary to list them on a separate page; however, an explanation must be added in the text where such the abbreviation appears for the first time. No generally known and accepted abbreviations (for instance, *approx., i.e., ref., etc., ha, cm, g, kg*) have to be explained. All the abbreviations on the list must be ordered alphabetically.

3.8 List of Sources

The **sources** encompass all the printed and hand-written materials, which are used in the research. In the list of sources are included all analyzed works (in literary theory, history, mathematics, pedagogics, and so forth), studied language materials (in linguistics), school text-books (in teaching methodology or the history of methodology of various subjects), normative documentation, periodicals, materials from archive and museum funds, internship documentation, social questionnaires, and so forth. All the sources on the list must be ordered alphabetically.

Please refer to Appendix 4 for the sources' formatting requirements.

3.9 List of Literature

The **list of literature** encompasses all the literature — both printed and hand-written — which is used for writing of the paper and quoted in its text and footnotes.

All the literature on the list must be ordered alphabetically and numbered consecutively (please refer to the requirements laid down for the specific study programs). The list of literature starts with works published in various languages which represent the Latin alphabet, and thereafter — works published in the languages which represent alphabets of the Slavic languages (for instance, the Cyrillic alphabet).

Please refer to Appendix 4 for the literature formatting requirements.

3.10 Appendices

The paper may also have appendices enclosed in the same binding (the cover), or in special cases — separately. The cover design for a separate appendix is the same as for the front page of the paper, however, instead of the title of the paper must be written the heading — Appendix.

In the appendix may be enclosed:

- 1) summary schemes and tables of the analyzed material;
- 2) photographs, drawings, and maps;
- 3) list of the analyzed words in alphabetical order;
- 4) visual aids, handouts, and exercises which were analyzed in the pedagogical or methodological paper;
- 5) computer programmes, and so forth.

Both black-and-white and colour materials may be enclosed in the appendix. The original materials may be drawn or traced by hand.

The appendices must be numbered. Every item (a scheme, a table, a photography, a drawing, and so forth) enclosed in the appendix must be named (please refer to Appendix 3). All the materials enclosed in the appendix, which are not produced by the

author of the paper, must have references to their sources.

3.11 Evaluation Form

The academic papers are defended and evaluated in meetings of the Council for defence of the academic papers. A student (the author) prepares and binds the Evaluation Form (please refer to Appendix 5 for a sample), where an evaluation is to be written by the Council, which includes:

- 1) signature of the author acknowledging that the paper is written independently and in compliance with the Copyright Law (applicable for all academic papers);
- 2) signature of the academic advisor acknowledging that the paper is commendable for defence (applicable for final theses);
- 3) date of defence and the evaluation signed by the Chairperson of the Council.

At the end of the paper, on the inner side of the cover, an envelope (in A5 format) for the reviews must be glued in.

The academic advisor does not provide a written review.

Appendices

Samples of the Front
Page



Liepāja University
Faculty of Humanities

Jana Liepiņa

Compound Nouns in the Newspaper "Diena"

Bachelor's Paper in Humanities (Philology)

Academic Advisor —
Dr. philol. doc. Valda Kalniņa

Liepāja 2010

Liepāja University
Faculty of Natural and Social Sciences

Aldis Briedis
Study Program "Tourism Management"
Third-Year Student

Definition of Elementary Functions
Term Paper

Academic Advisor —
Dr. math. asoc. prof. Jānis Bērzs

Liepāja 2010

Summary Samples

Anotācija

Darba autors:

Darba temats:

Darba veids:

Studiju programma:

Darba zinātniskais vadītājs:

Darba apjoms:

Atslēgas vārdi:

Pētījuma mērķis:

Darba saturs:

Pētījuma metodes:

Darba rezultāti:

Darba izmantojamība:

Summary

Author of the Paper:

Theme of the Paper:

Type of the Paper:

Study Program:

Academic Advisor:

Volume:

Key words:

Aim of the Research:

Contents:

Methods of the Research:

Results of the Research:

Applicability of the Paper:

Annotation

Autor der Arbeit:

Thema der Arbeit:

Art der Forschungsarbeit:

Studiengang:

Wissenschaftlicher Betreuer der Arbeit:

Umfang der Arbeit:

Schlüsselbegriffe:

Ziel der Forschung:

Inhalt der Arbeit:

Forschungsmethoden:

Ergebnisse der Arbeit:

Anwendung der Arbeit:

Аннотация

Автор работы:

Тема работы:

Вид работы:

Программа обучения:

Научный руководитель:

Объём работы:

Ключевые слова:

Цели исследования:

Содержание работы:

Методы исследования:

Результаты исследования:

Практическая ценность работы:

Fiche recapitulative

Auteur:

Thème du travail:

Type de travail:

Programme d'études:

Dirigeant scientifique:

Volume:

Mots-clés:

Objectif de la recherche:

Contenu:

Méthodes de recherche:

Résultats de la recherche:

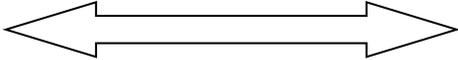
Utilité du travail:

Formatting Requirements

Table 1

Technical Requirements

What	How
Title of the paper on the front page	1) font — Times New Roman 2) font size — 16 3) font style — bold 4) for the final thesis — an emblem of LiepU is to be placed on the front page (please refer to Appendix 1)
Other text on the front page	1) font — Times New Roman 2) font size — 14 3) line spacing — 0 4) name of the faculty in which the author studies
Body text of the paper	1) font — Times New Roman 2) font size — 12 3) alignment — justified 4) indentation of the first line — 1.5 cm 5) line spacing — 1.5 6) spacing — 0
Margins for pages in portrait orientation	1) left — 3 cm 2) all the others — 2 cm
Margins for pages in landscape (applicable for both the paper and the appendix)	1) top — 3 cm 2) all the others — 2 cm
Sample of the page in landscape orientation	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p style="text-align: center;">Appendix 1</p> <p style="text-align: center;">Title</p> <p style="text-align: left;">↙</p> </div>
Headings of chapters (style — Heading 1)	1) font — Times New Roman 2) font size — 14 3) font style — bold 4) alignment — centred 5) spacing before — 36 pt 6) spacing after — 12 pt 7) dot is to be put after the number of a chapter (1.) 8) no dot is put after the heading
Headings of subchapters (style — Heading 2)	1) font — Times New Roman 2) font size — 12 3) font style — bold 4) alignment — centred 5) spacing before — 12 pt 6) spacing after — 12 pt 7) heading is to be related to the further text 8) no dot is to be put after the number of a subchapter (1.1) 9) no dot is put after the heading
Division of subchapters (style — Heading 3)	1) font — Times New Roman 2) font size — 12 3) font style — regular 4) alignment — left 5) spacing before — 12 pt 6) spacing after — 12 pt 7) heading is to be related to the further text 8) no dot is to be put after the number (1.1.1) 9) no dot is put after the heading

Numbering of the headings does not apply to	<ol style="list-style-type: none"> 1) summaries 2) table of contents 3) introduction 4) conclusions 5) list of literature 6) appendix 						
Heading of contents — Table of Contents	Formatting is the same as for Heading 1						
Table of Contents is be inserted automatically	<ol style="list-style-type: none"> 1) font — Times New Roman 2) font size — 12 3) line spacing — 1.5 						
Page numbering	<ol style="list-style-type: none"> 1) numbers are shown from the introduction to the front page of the appendix 2) position — bottom of page, and alignment — right 						
Description of images (as images are consider everything, except tables)	<ol style="list-style-type: none"> 1) alignment of description — the bottom of image 2) font — Times New Roman 3) font size — 10 4) font style — bold 5) alignment — centred 						
Sample image description	 <p>Image 5. Arrow</p>						
Description of tables	<p>Table number:</p> <ol style="list-style-type: none"> 1) alignment — the top of table 2) font — Times New Roman 3) font size — 10 4) font style — bold 5) position — right 6) no dot is to be put after the number 7) no dot is put after the name <p>Table heading:</p> <ol style="list-style-type: none"> 1) below the number of table, on the next line 2) font — Times New Roman 3) font size — 10 4) font style — bold 5) alignment — centred 6) no dot is put after the heading 						
Sample table description	<p>Table 5</p> <p style="text-align: center;">Overview</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>						
Text in the table	<ol style="list-style-type: none"> 1) font — Times New Roman 2) font size — 10 3) line spacing — 1 4) alignment — left 						
References to an image, a table, or an appendix in the text	<ol style="list-style-type: none"> 1) (please refer to Image 4) / (please refer to Table 4) / (please refer to Appendix 4), or in a full sentence 2) formatting is the same as for the body text 						
Front page of the appendix	<ol style="list-style-type: none"> 1) only one word on the page — Appendix, if one numbered appendix is enclosed to the paper, or — Appendices, if more than one numbered appendices are enclosed to the paper 2) the word is formatted as Heading 1, without number, and aligned in the centre of the page 						

Numbered appendices	<p>1) number and name of an appendix has the same formatting as for table, only the font size is 12.</p> <p>2) new numbering of images and tables is started</p>
Summary	Summary is written in two languages — Latvian and one of the foreign languages — and with a specific structure; they are arranged after the front page of the paper.
Source reference (footnote)	<p>1) font — Times New Roman</p> <p>2) font size — 10</p> <p>3) may be used in a form of a footnote or the source reference at the end of the paper</p>
Conclusions	Conclusions are listed and numbered, using numbers with dots (1.).
Surnames of foreign origin	A surname must be rendered in Latvian (surname in source language) only when it is mentioned for the first time. This rule is applicable consistently for all surnames of foreign origin.
Sample of numbered list	<p>Sample 1</p> <p>In Latvia, the nature is characterized by:</p> <ol style="list-style-type: none"> 1) rivers; 2) lakes; 3) upland, and; 4) lowlands. <p>Sample 2</p> <p>In Latvia, the nature is characterized by:</p> <ol style="list-style-type: none"> 1) plants; 2) animals: <ol style="list-style-type: none"> a) roes, b) deers, c) wild boars; and 3) waters.

Remark: in the text, **numbering** of images, tables, and appendices as well as **numbering** of references to images, tables, and appendices, is recommended to be done by the means available in the text editor.

Formatting Requirements for Sources and Literature

Sources and Literature

1. Books

1.1 Single author

The given name and surname, or initials of the author are written. *The name of the book is written with the italic font style.* The number of the book's edition (if it is not the first one). The place of publication: the publisher, and the year of publication. The number of pages is indicated.

Example

Kronītis, J. *Environmental Protection*. The 2nd Rev. Edition. Rīga : Avots, 1982. 351 pages.

1.2 Books written by two or three authors

The given name and surname, or initials of the Author 1, the given name and surname, or initials of the Author 2, and the given name and surname, or initials of the Author 3 are written. *The name of the book is written with the italic font style.* The number of the book's edition (if it is not the first one). The place of publication: the publisher, and the year of publication. The number of pages is indicated.

Examples

Geidžs, N. L., Berliners, D. C. *Pedagogic Psychology*. Rīga: Zvaigzne ABC, 1999. 662 pages.

Arājs, R., Drulle, V., Miesniece, A. *Natural Sciences for the Form 2: Exp. Text-Book*. Rīga: Zvaigzne ABC, 1999. 80 pages.

1.3 Books written by collective authors

The name of the book is written with the italic font style. The given names and surnames, or initials of the authors are written. The place of publication: the publisher, and the year of publication. The number of pages is indicated.

Examples

Cultural Matters of the Latvian Language: Collection of Scientific Papers, 23rd issue. Compiled by A. Rubīna. Rīga: Avots, 1987. 158 pages.

Assistant to the Teacher: Informative Methodical Material. A. Staris, L. Žukovs, A. Krūze, and others. Rīga: RaKa, 1997. 288 pages.

2. Article in the Collection, the Newspaper, and the Journal

2.1 Article in the Collection

The given name and surname, or initials of the author is written. The title of the collection is

indicated. *From*: The Author of the book. *The name of the book is written with the italic font style*. The place of publication: The publisher, the year of publication, and the page reference.

Example

Mouls, Džons. Conflict of Cultures. *From*: Mouls, Džons. *Business Culture and Etiquette in the European Countries*. Rīga: Jānis Roze Publishing House, 2003, pp 46-48.

2.2 Article in the Newspaper

The given name and surname, or initials of the Author are written. The title of the article is indicated. *The name of the newspaper is written in the italic font style*. No., the year and the date of publication, and the page reference are indicated.

Example

Driķe, Nora. The First University is being established in Kurzeme. *Diena*, No. 84, 2007, April 11, pp 5.

2.3 Article in the Journal

The given name and surname, or initials of the author are written. The title of the article is indicated. *The name of the Journal is written in the italic font style*. No., the year and the date of publication, and the page reference.

Example

Ābele, Kristiāna. Modernism and Identity in the Art of the Baltic States and the Central European Countries. *Letonica*, 2000, No. 1, pp 157-161.

3. The Internet Resources

The given name and surname, or initials of the author (if applicable) is written. The name of material [the name of material or environment] is indicated. The place of publication: The publisher, and the year of publication [the date of information retrieval]. The Address is also indicated.

Example

Miķe, Alda. *Apparel: Silhouettes and Styles* [online resource]: [teaching material intended for the primary school housekeeping course]. [B. v.: b. i.], 2002 [retrieved 29 January 2010]. Available on the following link: <http://www.liis.lv/majtur-psk/apgerbs/apg-sakums.htm>.

Please refer to the methodological material for additional information on formatting requirements for the sources and literature:

Mūze, Baiba. *Bibliographic Notes and References: Methodological Material*. Rīga: Academic Publishing House of LU, 2005. 133 pages.

The description of notes, listing order and references in the text are made in accordance with the standards LVS ISO 690 and LVS ISO 690-2 for bibliographic notes.

Evaluation Form Samples

Sample 1 — for a Term Paper

I hereby acknowledge that this paper is written independently and in compliance with the Copyright Law.

The Author of the Paper

(given name, surname, signature, and date)

The Term Paper was defended in the meeting of the Council for Defence of the Academic Papers of theFaculty of Liepāja University on

.....

(date)

Evaluation mark

The Academic Advisor to the Paper

(given name, surname, and signature)

Sample 2 — for a Final Thesis (a diploma paper, a qualification paper, a bachelor's paper, and a master's paper)

I hereby acknowledge that this paper is written independently and in compliance with the Copyright Law.

This Paper is commended for the defence by

the Academic Advisor to the Paper

(given name, surname, signature, and date)

The Final Thesis was defended in the meeting of the Council for Defence of the Academic Papers of theFaculty of Liepāja University on

.....

(date)

Evaluation mark — by the Chairperson of the Council for Defence of the Papers.

Appendix 6

Abbreviations for Academic Degrees and Academic Posts of the University Lecturers

Table 2

Abbreviations for Academic Posts of the University Lecturers

Full name	Abbreviation
Assistant Lecturer	Assist. Lect.
Docent	Doc.
Associate Professor, and Professor	Assoc. Prof. Prof.

Table 3

Abbreviations for Academic Degrees

Branch of Science	Doctor, Doctor of Science	
1. Architecture	Dr. arch.	Dr. habil. arch.
2. Biology	Dr. biol.	Dr. habil. biol.
3. Computer Science	Dr. sc. comp.	Dr. habil. sc. comp.
4. Economics	Dr. oec.	Dr. habil. oec.
5. Pharmacy	Dr. pharm.	Dr. habil. pharm.
6. Philology	Dr. philol.	Dr. habil. philol.
7. Philosophy	Dr. phil.	Dr. habil. phil.
8. Physics	Dr. phys.	Dr. habil. phys.
9. Geography	Dr. geogr.	Dr. habil. geogr.
10. Geology	Dr. geol.	Dr. habil. geol.
11. Engineering	Dr. sc. ing.	Dr. habil. sc. ing.
12. Chemistry	Dr. chem.	Dr. habil. chem.
13. Agriculture	Dr. agr.	Dr. habil. agr.
14. Mathematics	Dr. math.	Dr. habil. math.
15. Art	Dr. art.	Dr. habil. art.
16. Medicine	Dr. med.	Dr. habil. med.
17. Forestry Science	Dr. silv.	Dr. habil. silv.
18. Pedagogy	Dr. paed.	Dr. habil. paed.
19. Political Science	Dr. sc. pol.	Dr. habil. sc. pol.
20. Psychology	Dr. psych.	Dr. habil. psych.
21. Sociology	Dr. sc. soc.	Dr. habil. sc. soc.
22. Theology	Dr. theol.	Dr. habil. theol.
23. Jurisprudence	Dr. iur.	Dr. habil. iur.
24. Veterinary Medicine	Dr. med. vet.	Dr. habil. med. vet.
25. History	Dr. hist.	Dr. habil. hist.