**International Blach Sea University School of Medicine**

**Regulation**

**About the preparation and defense of the term paper (research project) of the senior year student of the Medicine Programme**

1. **General Provisions**

1.1 The present regulation is based on the law of Georgia "On Higher Education", the Statute International Blach Sea University, the academic requirements of one-cycle educational programme of “Medical Doctor” and the statute of the school board.

1.2 The preparation, defense and awarding of the termwork in the School of Medicine is carried out in accordance with the rules defined in the present regulation.

1.3 Preparation, design, presentation and defense of the termwork corresponds to the equivalent load of 4 ECTS credits.

**2. Term thesis defense commission:**

2.1 The School of Medicine's Thesis Defense Commission (hereinafter referred to as the "Commission") is the highest authority for directing and evaluating scientific activities for the Medicine Program. The number and composition of the commission members is determined by taking into account the specifics of the term topic and the suggestionn of the school dean, which is approved by the rector of the university.

2.2. The commission is formed within one week after the registration for the term paper is over.

2.3 A member of the commission can be a person with a doctorate or equivalent academic degree or an outstanding practitioner in the field, who has recorded scientific research in the last 5 years. The commission consists of at least 3 (three) and at most 5 (five) persons. The commission is composed of academic staff of the relevant program, as well as university or field/specialty experts/guest lecturers.

2.4 Before defending the term topic, the commission elects the chairman.

2.5 The chairman of the commission is authorized to invite specialists of the relevant field to the session by considering the topic of the term work under consideration.

2.6 The commission is authorized to conduct a defense if 3 out of 5 members are present.

2.7 The Secretary of the Commission shall be the Administrative Director or Academic Manager of the School of Medicine programs.

**3. Term Paper Defined**

3.1 At the end of the medicine program of the International Blach Sea University School of Medicine graduate student creates a term paper. The term paper shall be an individually completed thesis.

3.2 In the term paper, the student must present a thesis in the field of specialization. The student must convincingly present the thesis in terms of its content, subject and language.

3.3 The purpose of the term work is to systematize the knowledge accumulated in the specialization during the learning process, to reveal the branch knowledge and demonstrate scientific and creative skills.

3.4 The student must be able to use the methodology specific to the field in the term work, collect and interpret relevant data, analyze new and existing data and/or situations.

**4. Registration of the the term paper topic**

4.1 A student who has accumulated 330 credits has the right to register the topic of the term paper.

4.2 Based on the application, the school board reviews and approves the term topic, the topic supervisor, sets the deadlines for submitting the outline of the topic, preliminary defense of the topic and title, submission and defense of the thesis, which is notified to the student no later than 1 (one) week after the approval of the term topic.

4.3 The topic of the term paper can be changed only once, not more than one month after the end of the registration, for which the application form must be signed again with a new date.

4.4 The student shall complete the work on the term paper/project and submit the completed paper/project within one semester after registration for the term paper/project (credit registration).

**5. Termwork outline/preparation, submission and recommendation evaluation**

5.1 The preliminary draft of the term work is prepared by the student independently who gets consultations from the supervisor (including - "electronically").

5.2 The student submits the electronic version of the term research outline to the supervisor no later than the 7th week after the beginning of the semester (specific dates are approved by the school board. See clause 4.2).

**5.3 The outline of the work should include:**

- the topic and approximate structure of the term paper (what chapters the paper consists of);

- research design (research question, hypothesis/hypotheses, tentative theoretical framework, outline of research methodology);

- if there is one, the outline of the original research (what type of research it will be, where and when it will be conducted, who will be the target group, etc.);

- outline of the review of scientific literature related to the research topic;

- bibliography.

5.4 The volume of the paper outline should be no less than 10 and no more than 20 pages (excluding the bibliography). All pages must be numbered consecutively. The text should be written on A4 format paper, Sylfaen font, size 12. The space between lines in the main text space shall be 1.5; margins (from all sides) - 2.5 cm.

5.5 The outline of the term work is reviewed by the supervisor. The conclusion on the outline of the term work is completed according to the established criteria, which is of a recommendatory nature and gives insight into the scientific-research work of the graduate student (Appendix 4). In case of significant academic deficiencies in the outline of the thesis, the supervisor is authorized to give recommendations to the student to be taken into account in the further research process.

5.6. The supervisor shall submit the conclusion to the secretary of the commission no later than 1 (one) week after receiving the prospectus.

**7. Supervisor of the term paper:**

7.1 The supervisor of the term paper (co-supervisor, if necessary) can be an academic staff member of International Blach Sea University - a professor or an associate professor from the School of Medicine, as well as from other schools of the University. The thesis supervisor can also be an invited lecturer from another university or other institution with relevant competence.

7.2 The supervisor of the term paper is selected after the student has completed at least 330 credits.

7.3 After accumulating 330 credits, the student applies to the head of the program to choose the topic of the paper and expresses his/her interest in writing or electronically. At the beginning of the semester, during the deadlines for academic registration, the student registers his/her choice.

7.4 The supervisor of the term paper and the topic of the term paper are approved by the school board.

7.5 The scientific supervisor of the student's term paper shall help the student in choosing a topic, opting for a research design and selecting suitable academic literature; he/she shall monitor the process of work on the topic, express his/her opinion and in case of research going in the wrong direction, give necessary recommendations to the student, and in the cases defined by the regulations, present the conclusions in writing and participate in the commission sessions.

7.6 Before submitting the term paper, the scientific supervisor of the graduate student registers on the Moodle platform and checks the paper in the plagiarism detection and prevention program ("Turnitin") in accordance with the rules for checking student papers.

7.7 After the completion of the thesis, the student's scientific supervisor draws up a written conclusion according to the established criteria (Appendix 2).

**8. Term paper:**

8.1 The term paper shall represent the result of the student's independent scientific research work, which reflects the student's ability to conduct scientific research work.

8.2 When defending the presented work, the student shall present his/her work and demonstrate his/her ability to participate in an academic discussion.

8.3 The term paper shall be written in English or Georgian (according to the relevance of the medical program) without spelling, stylistic and grammatical errors, according to the established academic forms and rules.

8.4 The scope, format, style, citation method and other technical data of the term paper are determined by the present regulation.

**9. Submission and defense of the term paper:**

9.1. The student shall complete the work on the term paper and submit the completed paper within one semester after the registration for the term paper (no later than the 18th week after the beginning of the semester). Specific deadlines are approved by the school board. see Clause 4.2), and the termwork will be defended in the same semester.

9.2 One week before the submission of the term paper, the secretary of the commission checks the compliance of the submitted materials with the technical requirements of this regulation and, in case of errors, returns the paper to the student for making corrections and presenting a printed version.

9.3. At least 2 weeks before the defense of the term paper, the student must upload the electronic version of the term paper in a special space created by the supervisor in Moodle, a plagiarism detection and prevention program ("Turnitin") for similarity checking.

9.4. The supervisor checks the work in the plagiarism detection and prevention program ("Turnitin") in accordance with the rules for checking students' works and includes information about academic integrity in the supervisor's final report (Appendix 2).

9.5 The student shall submit a printed copy of the term paper, together with the electronic version and the written report of the scientific supervisor (Appendix 2) to the secretary of the commission within the deadline set by the board.

9.6 The school board may approve a term topic reviewer upon the dean's recommendation.

9.7 The term paper is defended publicly in front of the commission.

9.8 At the commission meeting, the secretary of the commission announces the identity of the student and the topic of the term paper, the name of the scientific supervisor and correctors/reviewer, and informs the attending public about the procedure for the paper defense.

9.10 At the presentation, the student briefly outlines the research topic and research design, research methods, obtained results and conclusions. The presentation should not exceed 20 minutes.

9.11 After the presentation, the recommendations of the correctors/reviewers are examined. The student shall rrespond to the correctors/reviewer's comments on the paper. A discussion is held between the student and the commission members.

9.12 The commission evaluates the presented work within 100 points in two components: written (70 points) and oral presentation (30 points). The defense score is calculated by the arithmetic mean of the scores given by the commission members.

9.13 During the evaluation of the written component of the term paper, attention is paid to the following criteria (Appendix 3):

- Content fluency of the paper - 30 points

- Academic fluency of the paper - 30 points

- Structural and technical fluency of the paper - 10 points

9.14 During the evaluation of the oral component of the term paper, attention is paid to the following criteria (Appendix 3):

- Content fluency of the presentation - 10 points

- Topic presentation and communication - 10 points

- Persuasiveness of arguments - 10 points

9.15 At the end of the defense, the chairman of the commission announces the final evaluation of the paper.

9.16 During the defense of the term paper, a protocol of the commission is drawn up, to which information about the term of the defense is attached.

9.17 It is mandatory that the final positive evaluation consists of the score of both the written and oral components of the termwork.

9.18 Based on the above-mentioned system of evaluations, the commission determines the total score awarded to the paper (Appendix 4b). A term paper is graded once (final grade) in the same or the next semester in which the student completes the work on it. In the term work/project, the student gets a positive grade if he/she gets at least 60 points out of 100 points (minimum competence limit). If the student does not get at least 60 points in the one-time evaluation of the termwork and its public defense, but the evaluation falls within the range of 41-59 points, in accordance with the rules established by the university, the student is allowed to submit a revised termwork/project in the next semester, and if the student's evaluation is Within 0-40 points of "F", the student loses the right to submit the same term paper/project.

9.19 Other issues related to the evaluation system are regulated by the internal normative acts of the International Blach Sea University

9.20 One copy of the term paper graded "F" and the written evaluations of the committee members will be transferred to the University Archives for safekeeping.

9.21 In case of receiving an "F", the student has the right to present a new term topic in accordance with the rules established by the University, within the time limit allowed by the study period.

9.22 After the mentioned procedure, the evaluation of the termwork will be entered in the appendix of the diploma confirming the academic degree awarded to the student.

9.24 The student's degree is awarded by the school board, based on the commission protocol and the adequate credits accumulated (at least 360 ECTS) provided for by the educational program.

**10. Appealing the results of the defense of the term paper:**

10.1 The rule and procedure for appealing the defense of a term paper is regulated by the provision on "Procedure of Conducting Examinations".

**11. Structure of the term paper**

11.1 The recommended structure of the term paper consists of the following parts:

- Header

- annotation

- table of contents

- Introduction

- the main part of the text, which consists of several (3-7) chapters

- conclusion

- Bibliographic list of published literature

- Appendices

- auxiliary indicators

11.2 Cover page (title page) – filled in according to a strictly defined rule (Appendix 5)

11.3 Annotation - the relevance of the topic, goals, objectives, research subject, object, main results, novelty is reflected in the annotation; Maximum 300 words. Annotation is completed in the Georgian and English languages. The English version should include the title of the topic and the author's name and surname.

11.4 Contents (Table of Contents) – shows the exact names of all chapters and sub-chapters of the full text of the termwork in sequence, indicating their page numbers on the right side. Page numbering should be written from the next page of the table of contents, taking into account the number of pages of the title page, abstract and content.

11.5 Introduction: this part of the paper should reflect the justification of the topicality of the topic, goals, content of the set tasks; The research subject, research question, hypothesis, dependent and independent variables identified in the paper, methods used in the research and theoretical approach should be formulated. The purpose of the introduction is to interest the reader and explain what the presented topic is about. Reading the introduction should be sufficient for the reader and evaluator to understand the main arguments, theoretical framework and ideas developed in the topic. The introduction of the paper, as a rule, does not exceed 10 percent of the total volume of the topic.

11.6 Body of the text: The body of the text is divided into chapters and sub-chapters. Chapters will be renumbered sequentially. Chapter and subchapter numbers will be assigned to subchapters. The name of the chapter is written in 14 size font, sub-chapter - in 12 size font. The text can include 4-8 chapters. Possession of the material, argumentation, ability of logical analysis should be visible in the text.

In the main part of the text, a hypothesis should be developed, which should be proved or rejected. It is also possible that the paper tests the hypothesis/theory of some other actor (by adapting it to a new case, or using a new methodology). In it, dependent and independent variables must be separated. Also, it is desirable to identify which variables are controlled and which are explanatory. Variables should be operationalized (defined) in the text. A separate place in the text should be devoted to the study and description of the case presented by the student, the review of the literature, the description of the theory, and, most importantly, the application of the theory to a practical example. Research methodology should be separately allocated in the paper.

11.7 Conclusion: The conclusion is a part of the main theoretical and practical results of the termwork research, which briefly reflects the theoretical importance and practical value of the research results, as well as the field of prospective application. The conclusion is practically the same as the introduction, but is written in the past tense. Under no circumstances should any new ideas or concepts be developed in the conclusion.

11.8 Requirements to be considered for the references (literature) are as follows:

- the list of literature should be presented in alphabetical order (first in Georgian, then in foreign languages);

- Turabian's way of citing shall be used in the paper (in particular, the option of quoting Turabian's method in parentheses in the text - Appendix 6);

- When writing the term paper, the student is required to use at least 10 books and 20 academic articles.

11.9 Appendices: The paper may include appendices that are necessary to better understand the text and to support some arguments. Appendices must be numbered and, if they are taken from any source, the source must be indicated.

11.10 Supporting indicators: The paper may include supporting indicators that are necessary to better understand the text and to support some arguments. Supporting figures must be numbered and, if they are taken from any source, the source must be indicated.

12. Rules for completing the term paper

12.1 The technical characteristics of the term paper should be as follows:

- The volume of the paper - minimum 9000 and maximum 15,000 words, without bibliography list and appendices.

- The text should be typed on A4 size standard paper

- font type – Sylfaen;

- Text font size – 12

- space between lines - 1.5 intervals;

- margin on each page of the paper: from the left - 3 cm, from the right - 1 cm, from the top - 2.5 cm, from the bottom - 2.5 cm

12.2 The following rules must be followed when submitting a term paper:

- The term paper must be bound in A4 format in two copies;

- The thesis must be accompanied by the supervisor's written conclusion on the term thesis;

**Appendix 1**

**Term paper registration form**

|  |  |
| --- | --- |
| Student’s name and surname |  |
| Year of enrollment in the program |  |
| The number of credits accumulated at the time of application submission |  |
| Tentative title of the term paper |  |
| Name, surname, academic position, contact information of the supervisor |  |

**Student’s signature:**

**Supervisor’s signature:**

**Date:**

**Appendix 2**

**Supervisor’s written conclusion**

The conclusion should be provided in printed form on 2-3 pages of A4 size paper, font - "sylfaen", size - 12, space between lines - 1.5; Page margins (on all sides) – 2.5 cm.

The conclusion must include the following information:

A. title of the work and identity of the author;

b. The relevance of the research topic of the paper and the quality of academic performance (whether the research question is presented or not, whether the hypothesis is correct or not, the operationalization of the variables and the research results);

c. Highlighting strengths and weaknesses of the paper and possible comments/recommendations.

e. Academic Integrity: In the Plagiarism Avoidance Program

justification of the percentage of similarity identified;

**Appendix 3**

**Content and technical evaluation criteria of the paper**

The term paper is evaluated once, which includes two types of evaluation: written work (70 points), oral presentation (30 points).

The written paper is evaluated with 70 points, during which content criterion (30 points), academic criterion (30 points) and structural-technical criterion (10 points) should be considered.

The oral part is evaluated with 30 points and importance is given to content criterion (10 points), presentation and communication (10 points), persuasiveness and strength of arguments (10 points).

(a) Content Criterion of the Written Paper (30 points): The term paper must, first of all, be sound in content. A logical chain should be built in it. Arguments must be substantiated. The hypothesis must be proved, and the relationship between the dependent variable (what the author is investigating) and the independent variables (those factors that affect the change in the dependent variable) must be proved. In addition, the paper should show that the student has a deep understanding of the subject he/she is researching and that he/she has familiarized himself/herself with the basic literature on the subject. With a view to ascertaining all this, the following 7 components are used in the content criterion:

1. Presenting the problem by correctly posing the research question;

2. Relevance and novelty of research;

3. Forming the hypothesis validly and correctly defining the dependent and independent variables;

4. Presenting the literature data surrounding the issue;

5. Correspondence of the research methods with the purpose of the research; relevance and justification of research approaches and strategies;

6. Logic of argumentation;

7. Completeness of the issue.

(b) Academic Criterion of the Written Paper (30 points): Since the term paper is primarily an academic paper, it must consist of academic components typical of the paper. The reviewer should pay attention to the extent to which the student has developed a working hypothesis, or to the extent that the student is testing another author's hypothesis. The student should distinguish between dependent and independent variables. These variables should have a separate explanatory variable. In addition, novelty is important (or the development of a new hypothesis, or the testing of someone else's hypothesis on a new reality, etc.). The following 7 components should be taken into account during the analysis of academic criteria:

1. Novelty/originality;

2. Presence of the research question;

3. Presence of hypothesis;

4. Presence of dependent and independent variables;

5. Presence of literature review;

6. Presence of methodology;

7. Presence of theory;

(c) Technical and structural criterion of the written paper (10 points): The technical fluency of the term paper means, first of all, that the paper meets the technical criteria necessary for the term paper. The technical part is evaluated according to the following criteria:

1. Compliance with the technical requirements necessary for the completion of the term paper;

2. Presence of the main structural parts of the work;

3. Reliability of used sources;

4. stylistic fluency of the work;

5. Correctness of reference of cited literature;

6. fluent language and style;

(d) Oral Presentation Content Criterion (10 points): The candidate must be able to properly present the academic structure of the paper, develop a research question and hypothesis, justify the main arguments, and theoretically explain the relationships between the dependent and independent variables. The candidate should be able to give convincing answers to the questions asked about the topic and show deep knowledge about the issue.

(e) Criterion of presentability and communication during the oral presentation (10 points): the candidate must present the paper, convey the main message/thesis of the paper.

(f) Criterion of persuasiveness and strength of arguments (10 points): the candidate must be able to demonstrate in an argumentative manner how the hypothesis developed in the paper answers the research question. The author must be able to separate dependent and independent variables, explain the relationship between these variables through theory, properly cite key literature, and explain methodology. Answering the questions convincingly during the opposition or explaining the relevant circumstances.

**Appendix 4**

**Term paper (written paper) evaluation form**

|  |  |  |
| --- | --- | --- |
| Criterion (see Appendix 3) | Maximum Score | Awarded Points |
| written work | **70 points** |  |
| content criterion | 30 **points** |  |
| Academic criteria | 30 **points** |  |
| structural-technical criterion | 10 **points** |  |
| **Comment on the assessment of all three criteria (obligatory for the reviewer):**  **The reviewer’s name, surname:**  **signature:** | | |

**Appendix 4a**

**Evaluation form for the oral defense of the term paper**

|  |  |  |
| --- | --- | --- |
| Oral defense (see Appendix 3) | 30 points | Points awarded |
| content criterion | 10 points |  |
| Presentability/Communication | 10 points |  |
| argumentativeness | 10 points |  |
| **Comment on the assessment of all three criteria (obligatory for the reviewer):**  **Reviewer’s name, surname:**  **signature:** | | |

**Appendix 4b**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Term program of the International Blach Sea University School of Medicine ----(--- year admission)**  **The student’s name and surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Month, year** |
|  |  | **The maximum score of the termwork-** | | **Signature of the Commission Member** |
|  | Commission member's name, surname | Written component (70 points) | Oral presentation (30 points) |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Total Score:** | | |  |

**Appendix 5**

**First pages**

**(header sample)**

**Full title of term paper**

**Subtitle of the term paper (if any)**

**Name and surname of the student**

**The term paper is submitted in accordance with the requirements of International Blach Sea University**

**School of Medicine**

**for awarding the academic degree of Medical Doctor (equivalent to a master's degree)**

**Program Title**

**Scientific supervisor:**

**name and surname,**

**academic degree**

**International Blach Sea University**

**Tbilisi, 2023**

**Appendix 6**

**The method of citation and references according to Turabian's method**

**Turabian's method**

Turabian's method involves two ways of using sources: (1) footnotes and bibliography, (2) in-text parenthetical sources and references. The second Turabian method is used in the Master’s Thesis.

Turabian rule of reference in parentheses

In parentheses, the name of the author and the year of publication are indicated in parentheses. At the end of the paper, it is necessary to attach a list of used literature, in which only the literature that is indicated in the parentheses in the text is listed. This list may be called "References", "Literature Used", or "Sources Used". Below are ways to use different types of literature in Turabian's parenthetical citation method.

(Par) Parenthesis means - citation in the text by putting references in parentheses;

Lit. means - indicating the source in the "used literature" at the end of the paper;

A book with one author

Par (Franklin 1985, 54)

Lit Franklin, John Hope. 1985. George Washington Williams: A biography.

Chicago: University of Chicago Press.~

A book with two authors

Par (Lynd and Lynd 1929, 67)

Lit Lynd, Robert, and Helen Lynd. 1929. Middletown: A study in American culture. New York: Harcourt, Brace and World.

A book with more than two authors

Par (Greenberger and others 1974, 50)

Lit Greenberger, Martin, Julius Aronofsky, James L. McKenney, and William F. Massey, eds. 1974. Networks for research and education: Sharing of computer and information resources nationwide. Cambridge: MIT Press.

# When the author is an organization or an institution

Par (American Library Association 1978, 25)

Lit American Library Association, Young Adult Services Division, Services Statement Development Committee. 1978. Directions for library service to young adults. Chicago: American Library Association.

When the publisher, editor, compiler is the author

Par (von Halberg 1984, 225)

Lit von Halberg, Robert, ed. 1984. Canons. Chicago: University of Chicago Press.

When an author's work is included in a chrestomathy or in a multi-author compilation

Par (Coleridge 1884, 18)

Lit Coleridge, Samuel Taylor. 1884. The complete works of Samuel Taylor Coleridge. Edited by W.G.T. Shedd. Vol.1, *Aids to reflection*. New York: Harper and Bros. no. 4: 39-56.

edition (not first edition)

Par (Bober 1948, 89)

Lit Bober, M.M. 1948. Karl Marx's interpretation of history. 2d ed. Harvard Economic Studies. Cambridge: Harvard University Press.

One author's work in another author's work

Par (Beech 1982, 115)

Lit Beech, Mary Higdon. 1982. The domestic realm in the lives of Hindu women in Calcutta. In Separate worlds: Studies of purdah in South Asia, ed. Hanna Papanek and Gail Minault, 110-138. Delhi: Chanakya.

Citation of a secondary source

Par (Barthes 1968)

Lit Barthes, Roland. 1968. "La mort de l'auteur" (The death of the author). Manteia, vol. 5. Translated by Stephen Heath in Image/music/text. New York: Hill and Wang, 1977, 147. Quoted in Wayne C. Booth. Critical understanding: The powers and limits of pluralism, 372-373, n. 9. Chicago: University of Chicago Press, 1979.

Article published in an academic journal

Par (Jackson 1979, 180)

Lit Jackson, Richard. 1979. Running down the up-escalator: Regional inequality in Papua New Guinea. Australian Geographer 14 (May): 175-84.

An article published in a magazine or newspaper

Par (Weber 1985, 42)

Lit Weber, Bruce. 1985. The myth maker: The creative mind of novelist E.L. Doctorow. New York Times Magazine, 20 October, 42.

A review of a book published in a journal

Par (Frankfather 1985, 524)

Lit Frankfather, Dwight. 1985. Review of The disabled state, by Deborah A. Stone. In Social Service Review 59 (September): 523-25.

Dissertation, or someone else's master's thesis/paper

Par (Artioli 1985, 10)

Lit Artioli, Gilberto. 1985. Structural studies of the water molecules and hydrogen bonding in zeolites. Ph.D. diss., University of Chicago.

Electronic document

Par (Baker and Hunstead 1995)

Lit Baker, Joanne C., and Richard W. Hunstead. 1995. Revealing the effects of orientation in composite quasar spectra. Astrophysical Journal 452 (October). Internet. Available from [http://www.aas.org/ApJ/v452n2/5309/5309.html;](http://www.aas.org/ApJ/v452n2/5309/5309.html) accessed 29 September 1995.

A film or video recording

Par (Perlman 1985)

Lit Perlman, Itzak. 1985. Itzak Perlman: In my case music. Produced and directed by Tony DeNonno. 10 min. DeNonno Pix. Videocassette.

A work of fiction that is reprinted in another book

PR (Nast 1967, plate 52)

RL Nast, Thomas. 1967. The Tammany tiger loose: "What are you going to do about it." Cartoon. Harper's Weekly, 11 November 1871. As reproduced in J. Chal Vinson, Thomas Nast: Political cartoonist, plate 52. Athens, Ga.: University of Georgia Press.

For other types of literature citations using the Turabian method, see See the latest Chicago Manual of Style, The Turabian Method - <https://www.chicagomanualofstyle.org/turabian/turabian-author-date-citation-quick-guide.html>