

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
WEST UKRAINIAN NATIONAL UNIVERSITY
LAW FACULTY



Approved
T. A. Department Faculty of Law
SARUYDENAGINA MOSKALYUK
« 30.08.2023 »



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A. Vice-rector for scientific and pedagogical work
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« 30.08.2023 »

Work program
discipline
«Diplomatic protocol and etiquette»

Higher education degree - bachelor
Field of knowledge - 29 International relations
Specialty - 293 International law
Educational and professional program – «International law»

Department of International Law and Migration Policy

Form of study	Study year	Semester	Lectures	Practical classes	Individual work	Training, CPIT	Student-self study	Total	Exam Credi
Full-time	2	3	28	14	3	6	69	120	Exam

31.08.2023
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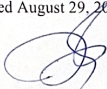
Ternopil – WUNU, 2023

The work program was developed on the basis of the educational and professional program for Bachelor's field of knowledge 29 International relations, specialty 293 International law (approved by the Academic Council of WUNU, Protocol No 9 from 15.06.2022).

The work program was prepared by the Professor of the Department of International Law and Migration Policy, Prof. Kostyantyn FLISSAK.

The work program was considered and approved at the meeting of the Department of International Law and Migration Policy, Protocol No. 1 dated August 29, 2023.

Head of Department



Yaryna ZHUKORSKA

Considered and approved by the Support group of specialty 293 International law, Protocol No. 1 dated August 31, 2023.

Head of the SGS



Yaryna ZHUKORSKA

Guarantor of EP



Liudmyla SAVANETS

1. Description of the discipline «Diplomatic protocol and etiquette»

Discipline – Diplomatic protocol and etiquette	Field of knowledge, specialty, educational and professional program, higher education degree	Characteristics of the educational discipline
Number of credits – 4	Field of knowledge - 29 International relations	Discipline status: mandatory Language of study: English
The number of credit modules – 4	Specialty – 293 International law	Year of study - 2 Semester – 3
Number of content modules – 2	Educational and Professional Program – International Law	Lectures – 28 hours. Practical classes – 14 hours.
Total hours – 120	Higher education degree – bachelor	Student-self study – 69 hours Training, CPIT – 6 hours. Individual work – 3 hours.
Weekly hours - 10 hours, including 3 hours of classroom hours.		Type of final control – exam

2. PURPOSE AND OBJECTIVES OF THE DISCIPLINE «DIPLOMATIC PROTOCOL AND ETIQUETTE»

2.1. Purpose of studying the discipline

The purpose of the discipline is to familiarize students with such concepts as the role and mechanism of functioning of diplomatic protocol and etiquette in the system of international relations, to consider with students the practice of international communication, taking into account the peculiarities of modern norms, rules and traditions, their impact on the system of interstate diplomacy.

2.2. Tasks of studying the discipline

Tasks of studying the discipline consists in forming students' holistic system of knowledge about the nature of diplomatic protocol and etiquette. As a result of studying the discipline, students should study the conditions and reasons for the emergence of diplomatic protocol and etiquette, the evolution of their forms, goals, functions, norms and rules; acquire practical skills in implementing the provisions of diplomatic protocol and etiquette.

As a result of studying the academic discipline, the student should **know:**

- the concept, main issues and significance of the discipline "diplomatic protocol and etiquette";
- the norms and traditions of diplomatic protocol in the organization of the diplomatic service and in the practical activities of individual diplomatic representatives of the state;
- the norms and traditions of diplomatic protocol in the organization of the diplomatic service and in the practical activities of individual diplomatic representatives of the state;
- the practice of diplomatic correspondence;
- the rules for organizing and conducting diplomatic receptions;
- the rules for organizing and conducting diplomatic visits of senior statesmen;
- the rules of protocol and etiquette in relation to symbols of state sovereignty;

- the rules of diplomatic protocol in multilateral diplomacy;
- the norms of diplomatic protocol and etiquette in terms of forming and maintaining the image of a business person at a high level that meets international rules

be able:

- to use the norms and traditions of diplomatic protocol in the organization of the diplomatic service and in the practical activities of individual diplomatic representatives of the state;
- to perform in everyday professional life practice of diplomatic correspondence;
- to use the rules for organizing and conducting diplomatic receptions;
- to give the necessary consultations and preform the rules of protocol and etiquette in relation to symbols of state sovereignty;
- to use the norms of diplomatic protocol and etiquette in terms of forming and maintaining the image of a business person at a high level that meets international rules

2.3. Name and description of competencies, the formation of which ensures the study of the discipline:

GC 7. Ability to act on the basis of ethical considerations (motives).

SC 9. Ability to conduct diplomatic and business correspondence, analyze the content, nature and legal character of international legal documents.

SC 11. Ability to observe the basic norms of diplomatic and business etiquette, to take into account the basic features of culture, values and legal traditions of foreign countries.

2.4. Prerequisites for studying the discipline.

Assimilation of knowledge in the program of the following academic disciplines:

OK8 Legal deontology and professional ethics

OK13 History of international law.

2.5. Learning outcomes.

LO 8. To prepare drafts of an international treaty and related documentation (law on ratification, explanatory notes, etc.) in Ukrainian and foreign languages, draw up procedural documents, texts of draft laws, explanatory notes, comparative tables, other accompanying documentation to draft laws, conduct diplomatic and business correspondence.

LO 11. To provide effective communication in the international environment, know and use the rules of diplomatic protocol and business etiquette, take into account the peculiarities of intercultural communication, show tolerance, respect for the diversity, traditions and values of representatives of other states.

LO 17. To have a high level of legal awareness and legal culture, anticipate the consequences of legally significant actions and decisions for individuals, society and the state.

LO 19. Independently determine educational goals and learning trajectories, and find the necessary educational resources for this purpose.

3. PROGRAM OF THE ACADEMIC DISCIPLINE «DIPLOMATIC PROTOCOL AND ETIQUETTE»

Content module 1. The essence, content and tasks of diplomatic protocol, etiquette and ceremonial.

Topic 1. The concept of diplomatic protocol and etiquette.

Subject, principles and significance of the diplomatic protocol. The concept of diplomatic ceremonial. The concept of diplomatic etiquette.

History of diplomatic protocol. Sources of rules and regulations of diplomatic protocol.

Topic 2. Norms and traditions of diplomatic protocol in the activities of diplomatic representatives.

Diplomatic corps. Doyenne. Diplomatic List. Seniority in the diplomatic corps.

Relations of diplomatic missions with foreign ministries and government agencies of the host country. Protocol features of the procedure for accreditation of a new ambassador in the host country and completion of his/her mission.

Diplomatic privileges and immunities. Common and different in terms of privileges and immunities. Application of immunities in practice: specifics.

Topic 3. Diplomatic visits and conversations.

Diplomatic visits, their place in diplomatic practice. Protocol visits or courtesy visits. Features of the etiquette of diplomatic visits.

Personal conversations of diplomats. Recording a conversation. Etiquette of diplomatic conversation. Nonverbal means of communication.

Features of naming interlocutors during diplomatic contacts.

Business card for diplomatic contacts.

Topic 4. Diplomatic correspondence.

The concept of diplomatic language and diplomatic correspondence. Protocol requirements for documents of diplomatic correspondence. Note verbale in diplomatic correspondence.

Personal notes. Semi-official and private correspondence.

Documents that do not contain protocol language formulas.

Unilateral and multilateral positional documents.

Content module 2. Practical aspects of implementing the norms of diplomatic protocol and etiquette.

Topic 5. Protocol and etiquette of diplomatic receptions.

The role of diplomatic receptions in diplomatic practice.

Types of diplomatic receptions and their protocol characteristics. Afternoon and evening receptions. Receptions with and without seating arrangements.

Features of preparing diplomatic receptions. Protocol aspects of conducting diplomatic receptions.

Some rules of table etiquette.

Topic 6. Visits of senior statesmen and their protocol and organizational support.

The place and significance of high-level and highest-level visits in international relations. Classification of visits at the high and highest levels.

Preparing visits. Program of visit.

Protocol and ceremonial issues of reception of foreign delegations. Memorable gifts.

Topic 7. Symbols of state sovereignty. Protocol response to individual events.

State symbols of the country. Etiquette of the national flag. Protocol rules for the use of a foreign national flag.

State symbols of Ukraine, protocol rules for its use. State symbols of the President of Ukraine.

State awards in Ukraine and protocol rules for their presentation.

Protocol response to festive and solemn events in a foreign country. Expression of condolences in connection with mourning events in a foreign country.

Topic 8. Protocol of multilateral diplomacy.

Protocol issues in the activities of multilateral conferences.

Protocol of international organizations. Order of seniority in international organizations.

UN flag protocol.

Privileges and immunities of international organizations. Protocol issues in the activities of international officials.

Topic 9. Compliance with the norms of diplomatic etiquette as a component of the image of a diplomat, politician, or business person.

Appearance of a diplomat, politician, or business person.

Phone conversation etiquette.

Etiquette for giving and accepting gifts. Rules of greetings, representations (recommendations) according to the norms of diplomatic etiquette. Etiquette for visiting the theatre, academic concert, or opera.

Topic 10. Protocol service.

International experience in organizing protocol services.

Structure and functions of protocol divisions of state authorities of Ukraine.

Protocol activities of a diplomatic mission.

Legislation of Ukraine and bilateral agreements on the immunities and regime of stay of foreign diplomats in Ukraine.

4. STRUCTURE OF A CREDIT IN THE DISCIPLINE «DIPLOMATIC PROTOCOL AND ETIQUETTE»

Full-time

	Topics	Hours					Control measures
		Lectures	Practical classes	Self study	Individual study	Training, CPIT	
Content module 1. The essence, content and tasks of diplomatic protocol, etiquette and ceremonial.							
1	Topic 1. The concept of diplomatic protocol and etiquette.	2	1	6	1	3	Current student survey
2	Topic 2. Norms and traditions of diplomatic protocol in the activities of diplomatic representatives.	2	1	7			Current student survey
3	Topic 3. Diplomatic visits and conversations.	2	1	7			Current student survey
4	Topic 4. Diplomatic correspondence.	2	1	7			Current student survey
Content module 2. Practical aspects of implementing the norms of diplomatic protocol and etiquette.							
5	Topic 5. Protocol and etiquette of diplomatic receptions.	4	2	7	2	3	Current student survey
6	Topic 6. Visits of senior statesmen and their protocol and organizational support.	4	2	7			Current student survey
7	Topic 7. Symbols of state sovereignty. Protocol response to individual events.	4	2	7			Current student survey
8	Topic 8. Protocol of multilateral diplomacy.	2	1	7			Current student survey
9	Topic 9. Compliance with the norms of diplomatic etiquette as a component of the image of a diplomat, politician, or business person.	4	1	7			Current student survey
10	Topic 10. Protocol service.	2	2	7			Current student survey
	Total	28	14	69	3	6	

5. TOPICS OF PRACTICAL CLASSES IN THE DISCIPLINE «DIPLOMATIC PROTOCOL AND ETIQUETTE»

Practical classes are aimed at deepening students' theoretical knowledge and acquiring the necessary practical skills for solving specific practical situations, working with regulatory acts and their application.

Preparation for practical classes consists in the study of theoretical material, current legislation, and familiarization with special scientific literature on the subject of the class. In order to check the level of assimilation of the material, it is necessary to answer control questions and complete practical tasks.

An important form of deepening knowledge of private international law is the preparation of abstract reports by students on problematic issues of the course, their listening and discussion in classes.

The working program of studying the course "Diplomatic protocol and etiquette" provides for practical classes in the amount of 28 hours.

Content module 1. The essence, content and tasks of diplomatic protocol, etiquette and ceremonial.

Practical class № 1

Topic. The concept of diplomatic protocol and etiquette.

Purpose: To study the concept, main issues and meaning of the discipline "diplomatic protocol and etiquette".

Issues for discussion:

1. Subject, principles and significance of the diplomatic protocol.
2. The concept of diplomatic ceremonial.
3. The concept of diplomatic etiquette.
4. History of diplomatic protocol.
5. Sources of rules and regulations of diplomatic protocol.

Practical classes № 2-3

Topic. Norms and traditions of diplomatic protocol in the activities of diplomatic representatives.

Purpose: To get acquainted with the norms and traditions of diplomatic protocol in the organization of the diplomatic service and in the practical activities of individual diplomatic representatives of the state.

Questions for discussion:

1. Diplomatic corps. Doyenne. Diplomatic List.
2. Seniority in the diplomatic corps.
3. Relations of diplomatic missions with foreign ministries and government agencies of the host country.
4. Protocol features of the procedure for accreditation of a new ambassador in the host country and completion of his/her mission.
5. Diplomatic privileges and immunities.

Practical classes № 4-5

Topic. Diplomatic visits and conversations.

Purpose: To investigate the theory and practice of conducting diplomatic visits and the specifics of conducting diplomatic conversations during them.

Questions for discussion:

1. Diplomatic visits, their place in diplomatic practice.
2. Protocol visits or courtesy visits.
3. Features of the etiquette of diplomatic visits.
4. Personal conversations of diplomats.

5. Recording a conversation.
6. Etiquette of diplomatic conversation.
7. Nonverbal means of communication.
8. Features of naming interlocutors during diplomatic contacts.
9. Business card for diplomatic contacts.

Practical class № 6

Topic. Diplomatic correspondence.

Purpose: To investigate the practice of diplomatic correspondence.

Questions for discussion:

1. The concept of diplomatic language and diplomatic correspondence.
2. Protocol requirements for documents of diplomatic correspondence.
3. Note verbale in diplomatic correspondence.
4. Personal notes.
5. Semi-official and private correspondence.
6. Documents that do not contain protocol language formulas.
7. Unilateral and multilateral positional documents.

Content module 2. Practical aspects of implementing the norms of diplomatic protocol and etiquette.

Practical classes № 7-8

Topic. Protocol and etiquette of diplomatic receptions.

Purpose: To get acquainted with the rules for organizing and conducting diplomatic receptions. Investigate the norms of behaviour of a person representing a country at a diplomatic reception in accordance with existing norms and rules of etiquette.

Questions for discussion:

1. The role of diplomatic receptions in diplomatic practice.
2. Types of diplomatic receptions and their protocol characteristics.
3. Features of preparing diplomatic receptions.
4. Protocol aspects of conducting diplomatic receptions.
5. Some rules of table etiquette.

Practical classes № 9-10

Topic. Visits of senior statesmen and their protocol and organizational support.

Purpose: To get acquainted with the rules for organizing and conducting diplomatic visits of senior statesmen.

Questions for discussion:

1. The place and significance of high-level and highest-level visits in international relations.
2. Classification of visits at the high and highest levels.
3. Preparing visits. Program of visit.
4. Protocol and ceremonial issues of reception of foreign delegations.
5. Memorable gifts.

Practical class № 11

Topic. Symbols of state sovereignty. Protocol response to individual events.

Purpose: To investigate the rules of protocol and etiquette regarding symbols of state sovereignty.

Questions for discussion:

1. State symbols of the country.

2. Etiquette of the national flag.
3. Protocol rules for the use of a foreign national flag.
4. State symbols of Ukraine, protocol rules for its use.
5. State symbols of the President of Ukraine.
6. State awards in Ukraine and protocol rules for their presentation.
7. Protocol response to festive and solemn events in a foreign country.
8. Expression of condolences in connection with mourning events in a foreign country.

Practical class № 12

Topic. Protocol of multilateral diplomacy.

Purpose: To get acquainted with the rules of diplomatic protocol in multilateral diplomacy.

Questions for discussion:

1. Protocol issues in the activities of multilateral conferences.
2. Protocol of international organizations.
3. Order of seniority in international organizations.
4. UN flag protocol.
5. Privileges and immunities of international organizations.
6. Protocol issues in the activities of international officials.

Practical class № 13

Topic. Compliance with the norms of diplomatic etiquette as a component of the image of a diplomat, politician, or business person.

Purpose: To get acquainted with the norms of diplomatic protocol and etiquette in terms of forming and maintaining the image of a business person at a high level that meets international rules.

Questions for discussion:

1. Appearance of a diplomat, politician, or business person.
2. Phone conversation etiquette.
3. Etiquette for giving and accepting gifts.
4. Rules of greetings, representations (recommendations) according to the norms of diplomatic etiquette.
5. Etiquette for visiting the theatre, academic concert, or opera.

Practical class № 14

Topic. Protocol service.

Purpose: To investigate the specifics of the daily activities of the protocol support service.

Questions for discussion:

1. International experience in organizing protocol services.
2. Structure and functions of protocol divisions of state authorities of Ukraine.
3. Protocol activities of a diplomatic mission.
4. Legislation of Ukraine and bilateral agreements on the immunities and regime of stay of foreign diplomats in Ukraine.

6. COMPLEX PRACTICAL INDIVIDUAL TASK

Comprehensive practical individual task (CPIT) in the discipline «Diplomatic protocol and etiquette» provides for the implementation of various forms of individual work by students and the formation of an individual student portfolio, including:

- abstract presentation of the material with a presentation on one of the topics of independent work;
- presentations at student conferences and round tables;

- writing abstracts on course topics and problems;
- development of one of the topics of the practical lesson;
- drawing up an explanatory dictionary for the course, etc.

The type of CPIT is agreed with each student separately.
CPIT topics are also agreed upon individually.

Topics for theoretical tasks of a complex practical individual task:

1. State protocol as a means of self-identification of a country in the world community.
2. The profession of a diplomat: domestic and international experience.
3. The Vienna regulations (1815) and the Aachen protocol (1818).
4. Protocol of appointment of the chairman of the diplomatic mission and the procedure for his/her accreditation.
5. Verbal and nonverbal means of communication.
6. Knowledge of national characteristics as a condition for fruitful cooperation between representatives of different cultures.
7. National features of etiquette in the USA, Great Britain, and Germany.
8. National features of etiquette in France, Italy, and Poland.
9. National etiquette features of China, Japan, and Arab countries.
10. National peculiarities of etiquette of neighbouring states with Ukraine.
11. Culture of behaviour at the table.
12. Requirements for formal men's and women's suits.

7. STUDENT-SELF STUDY ON THE DISCIPLINE «DIPLOMATIC PROTOCOL AND ETIQUETTE»

Student-self-study is the main way for students to learn educational material outside of classroom time without the participation of a teacher. The scope and content of independent work is determined by the work program and work plan within the established amount of hours from the academic discipline, methodical instructions of the teacher. The student's independent work is provided by a system of educational and methodological tools: notes of the teacher's lectures, textbooks, educational and methodical guides, monographic literature and periodicals, as well as self-monitoring tools (tests, situational tasks). Students have the opportunity to study the educational material independently in the library, classrooms and computer classrooms using the Internet, as well as at home (when receiving the appropriate package of educational and methodological literature).

№	Topics
1	The concept of diplomatic protocol and etiquette.
2	Norms and traditions of diplomatic protocol in the activities of diplomatic representatives.
3	Diplomatic visits and conversations.
4	Diplomatic correspondence.
5	Protocol and etiquette of diplomatic receptions.
6	Visits of senior statesmen and their protocol and organizational support.
7	Symbols of state sovereignty. Protocol response to individual events.
8	Protocol of multilateral diplomacy.
9	Compliance with the norms of diplomatic etiquette as a component of the image of a diplomat, politician, or business person.
10	Protocol service.

8. TRAINING IN THE DISCIPLINE «DIPLOMATIC PROTOCOL AND ETIQUETTE»

Training in the discipline «Diplomatic protocol and etiquette» is conducted during the academic week, contains a combination of independent work of students and classroom work under the guidance of a teacher and is based on the topic of independent work and materials of complex practical individual tasks.

Training procedure

1. The introductory part is conducted in order to familiarize students with the topic of the training class.
2. The organizational part consists in creating a working mood in the team of students, determining the rules for conducting a training class. It is possible to have handouts in the form of tables, document forms.
3. The practical part is implemented by performing tasks in groups of students on certain problematic issues of the topic of the training session.
4. Summing up. The results of completed tasks are discussed in groups. Exchange of opinions on the issues raised at the training sessions.

9. ASSESSMENT TOOLS AND METHODS FOR DEMONSTRATING LEARNING RESULTS

In the process of studying the discipline «Diplomatic protocol and etiquette», the following assessment tools and methods for demonstrating learning results are used:

- standardized tests;
- current questioning;
- testing and surveys;
- research papers, essays;
- presentations of the results of completed tasks and research;
- evaluation of CPIT results;
- student presentations and performances at scientific events;
- an examination;
- other types of individual and group tasks.

10. CRITERIA AND FORMS OF CURRENT AND FINAL CONTROL

The final score (on a 100-point scale) in the discipline «Diplomatic protocol and etiquette» is determined as a weighted average value, depending on the specific weight of each credit component:

Credit module 1	Credit module 2	Credit module 3	Credit module 4	Total
20	20	20	40	100
1. Verbal survey during classes (4 topics with 10 points – 40 points) 2. Written work – 60 points	1. Verbal survey during classes (6 topics with 10 points – 60 points) 2. Written work – 40 points	1. Writing and presentation of CPIT – 80 points 2. Completing tasks during the training – 20 points	1. Test tasks (25 tests with 2 points per test) - maximum 50 points 2. Task 1 - max. 25 points 3. Task 2 - max. 25 points	100

Rating scale:

According to the scale of the University	On a national scale	According to the ECTS scale
90-100	excellent	A (excellent)
85-89	good	B (very good)
75-84		C (good)
65-74		D (satisfactory)
60-64	enough	E (enough)
35-59		FX (unsatisfactory with possibility of reassembly)
1-34	unsatisfactory	F (unsatisfactory with mandatory repeat course)

11. TOOLS, EQUIPMENT AND SOFTWARE USED BY THE COURSE

Nº	Description	Topic number
1.	Flipchart	Topics 1-10
2.	Laptop	Topics 1-10
3.	Projector	Topics 1-10
4.	Set of presentation materials	Topics 1-10

RECOMMENDED SOURCES OF INFORMATION

1. Віденська конвенція про дипломатичні зносини від 18 квітня 1961 р. // Дипломатична і консульська служба. Збірник документів. / Уклала Кротюк С. Ф. – К.: КиМУ, 2003. – С.3-7.
2. Віденська конвенція про консульські зносини 1963 р. // Дипломатична і консульська служба. Збірник документів. / Уклала Кротюк С. Ф. – К.: КнМУ, 2003. – С.8-21.
3. Гуменюк Б. І. Основи дипломатичної і консульської служби: Навчальний посібник. – К.: Либідь, 2008. – 248 с.
4. Гуменюк Б.І., Щерба В.І. Сучасна дипломатична служба: Навчальний посібник. – К.: Либідь, 2001. – 235 с.
5. Закон України “Про дипломатичні ранги України” від 28 листопада 2002 року // Відомості Верховної Ради (ВВР). – 2003. – №4.
6. Закон України “Про дипломатичну службу” 2449-VIII від 7.06.2018 року - URL: <https://zakon.rada.gov.ua/laws/show/2449-19>
7. Закон України “Про дію міжнародних договорів на території України” // Відомості Верховної Ради України (ВВР). – 1992. – №10
8. Закон України. “Про правонаступництво України” // Відомості Верховної Ради України (ВВР). – 1991. – №46
9. Консульський статус України від 2 квітня 1994 р. // Дипломатична і консульська служба. Збірник документів. / Уклала Кротюк С. Ф. – К.: КнМУ, 2003. – С.65-81.
10. Положення про дипломатичне представництво України за кордоном від 22 жовтня 1992 року // Відомості Верховної Ради (ВВР). – 1992. – №24.
11. Положення про Міністерство закордонних справ України затверджено Указом Президента України від 3 квітня 1999 року // Відомості Верховної ради (ВВР). – 2003. – №14.
12. Репецький В. Дипломатичне і консульське право: Підручник. – Львів: ВАТ Біблос, 2012. – 352 с.
13. Сагайдак О.П. Дипломатичний протокол та етикет. Навч.посібник. 2-те вид. – К.: Знання, 2006 р. – 380 с.
14. Сагайдак О.П., Сардачук П.Д. Дипломатичне представництво: організація і форми роботи. Навч.посіб. – К.: Знання. – 2008. – 295 с.
15. Berridge, G.R., James A. Dictionary of Diplomacy: Second Edition. – Palgrave Macmillan, 2003. – 296 p.
16. Dresser Norine Multicultural Manners: Essential Rules of Etiquette for the 21st Century. 2015, 304 p.
17. Feltham R.G. Diplomatic handbook. 2016, 220 p.
18. K.Flissak, M.Yankiv, A.R.Kozłowski Leksykon dyplomacji gospodarczej. Warszawa: CeDeWu, 2021 – 182 s.
19. Galluccio Mauro (eds.) Handbook of International Negotiation: Interpersonal, Intercultural, and Diplomatic. 2015, 468 p.
20. Hartley Florence The Ladies' Book of Etiquette. 2014, 322 p.
21. Jiali Zhou, Guobin Zhang A Study of Diplomatic Protocol and Etiquette: From Theory to Practice Springer Nature Singapore, 2022 г. – 281 p.
22. MacPherson Charles The Pocket Butler: A Compact Guide to Modern Manners, Business Etiquette and Everyday Entertaining. 2015, 93 p.
23. Mary Mel French & Tom Kean United States Protocol: The Guide to Official Diplomatic

Etiquette. 2020, 469 p.

24. Post Peggy Emily Post's Etiquette: The Definitive Guide to Manners, Completely Revised and Updated. 2014, 1758 p.

25. Smith & Jodi R R The complete etiquette book: a complete guide to modern manners. 2021, 437 p.