

ALYTAUS KOLEGIJA

**AK GUIDELINES FOR PREPARATION OF INDEPENDENT  
WORK AND GRADUATION THESES**

ALYTUS, 2014

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## **PREFACE**

In order to achieve goals of study programs students are given various independent written assignments of the subjects being studied. Independent written assignments are given in order to help students link theoretical knowledge and practical skills, deepen theoretical knowledge of the subject, foster the ability to assess, analyze and generalize theoretical material, encourage them to make conclusions, develop skills of independent work, creativity, self-expression and analysis.

Students are usually assigned to do written assignments, write reports, statements and projects. Study programs include course papers. It is students' independent analysis of a specific topic with elements of research.

The aim of these guidelines is to help students follow methodology requirements, form, language standards, and understand how to fulfil an assignment.

## 1. KINDS OF WRITTEN STUDY ASSIGNMENTS

**Written assignment** (abstract (Lat. *refero* – announce)) is independent work aimed at summarizing what has been achieved, researched, determined concerning specific issues in one or other area. It does not involve much originality however students are taught to select material, provide arguments, use reference literature and analyze it. It is one of the forms of settlement for independent work which is aimed at developing students' abilities to accumulate information on the topic chosen as well as analyze, systematize and generalize.

Topics for written assignments are provided by teachers of specific subjects. A written assignment can be presented in public during the time allotted for seminars including answers to the questions from seminar participants and the teacher. In this way students are taught to participate in discussions and provide arguments to prove their opinion – it is very useful for students in presentations of their graduation theses.

When fulfilling a written assignment, a student collects accessible important information on the topic analyzed from books, scientific articles, the Internet, etc. It is grouped, described and the conclusions are provided.

It is particularly important to know that a written assignment is author's work therefore a student is not allowed to copy the sources of reference literature and he/she must analyze the problem in his/her own words. When referring to books, scientific articles etc. citations are required. It is very important to provide correct reference to information sources in the text and in the list of reference literature as well as describe them properly.

The volume of a written assignment is determined by a teacher but it cannot be less than 4 pages (8 000 characters) and more than 15 pages (30 000 characters). Written assignments are written following the general requirements for texts of written assignments (chapter 3).

**Report** is a frequently used form of independent work in the study process. When preparing reports, students may refer to their course papers, written assignments and research statements. A report is given 10 minutes including presentation of all visual materials. Another 10 minutes are meant for answers to the questions of the audience, comments and remarks.

The form of a report is not strictly determined but it should include the following structural elements:

- report topic/problem;
- substantiation of the topic of the report;
- research object, aims and objectives;
- the most important results of theoretical and empirical (based on experience)

analysis and discussion of the results.

If the report is based on empirical work, the main aspects of the research characteristics should be provided – discussion of the research methods, a sample, selection criteria, time and place of the research and other important moments of the research from the point of view of a researcher;

- conclusions and recommendations.

**Report on practical training** is a written assignment prepared by a student on the results of practical training and the tasks fulfilled according to the academic program of practical training and methodological guidelines (see Order of Preparation, Presentation, Defence and Assessment of Practical Training of Alytaus kolegija (educational, professional and final).

**Course paper** is student's independent work aimed at developing student's ability to systematize, analyze, use scientific literature and analyze theoretical (scientific) and practical problems of the topic chosen. (See Order of Order of Preparation, Submission, Defence and Assessment of Alytaus kolegija Course Papers).

Course papers usually follow the same requirements as graduation theses but their volume is less. Defence of course papers is mandatory.

The volume of a course paper without appendices should be from 15 to 20 pages (about 40 000 characters). When preparing a course paper the following structure should be followed (approximate volume of specific parts in pages is given in brackets):

- title page (1);
- contents (1);
- introduction which has to reveal the importance and novelty of the topic, motives of choosing the topic, the research object, the aim and objectives of the course paper, research methods and structure(1–2);
- theoretical and/or empirical part of the analysis (8–13);
- practical part (7–12);
- conclusions (1);
- list of cited and used information sources (1);
- appendices (they are not mandatory).

The introduction reveals the importance and novelty of the topic chosen for analysis.

The sample title page of a course paper is provided in appendix 2. Course papers are prepared following the general guidelines (chapter 3), but specific requirements for the content are determined by the departments.

## **2. GRADUATION THESIS**

**Graduation thesis** is independent work of a student which shows his/her ability to link separate study subjects, systematize theoretical knowledge, apply research skills under specific

circumstances and reveal the level of student's professional competencies. A graduation thesis is prepared after settlement for all study subjects and Professional practical training. (See Order of Order of Preparation, Submission, Defence and Assessment of Alytaus kolegija Graduation Theses).

**Structure of a graduation thesis.** A graduation thesis consists of the following parts (chapters):

- title page;
- table of contents;
- introduction;
- theoretical analysis of the topic;
- description of work methods and (or) tools;
- presentation and analysis of the results of research/project (practical part);
- conclusions and recommendations;
- list of reference literature and other sources;
- summaries in Lithuanian and foreign languages;
- appendices.

Depending on the specifics of work, this structure can be modified, chapters can be divided into parts, subchapters or joined into one, new chapters can be included, renamed, etc. However, to refuse any of the chapters indicated (except appendices) is not recommended.

The volume of a graduation thesis is 35 – 50 pages. The volume is determined by the department depending on the specifics of work.

**Title page.** Title page is a business card of a graduation thesis therefore it has to be prepared especially thoroughly prepared.

There are two title pages of a graduation paper (see appendices 3, 4). The first title page must indicate the following: the name of the college, faculty and department, the topic of a graduation thesis, the name and surname of the author, the position of the supervisor (assistant, lecturer, docent or professor) and/or scientific degree (dr. or habil. dr.) the name of the city where the graduation thesis is written and the year of writing (appendix 3)

The second title page is formulated under the requirements of a title page, but in addition the reviewer is indicated and above the title on the right hand side a tag 'Allowed to defend' is written. The signature of the head of the department witnesses that the graduation thesis corresponds to the requirements for this kind of work (appendix 4).

**The table of contents** shows all chapters, subchapters and the page of their beginning in the order of sequence. A sample of the table of contents is provided in appendix 5.

**The introduction of a graduation thesis**, based on the analysis of reference literature and other sources, has to reveal **the importance, the object, the aim, objectives and methods**.

The importance of the topic is emphasized in the first paragraphs of the introductory text. It is possible to start with a more global importance of the topic (for the world and the country) and finish with the importance of the topic for the object of the analysis. The object of the work is an important topic, organizational development possibilities in a specific area, etc. The aim of work must fully correspond to the title of the topic. The formulation of the aim is started with the infinitives of the verb, e.g.: *to analyze...*, *to research...*, *to methodologically ground as...*; *to prove theoretically and practically why it is necessary...*; *to determine the ways of...*, *to prepare...*, *to demonstrate...*, etc.

The objectives have to reveal the essence of the work and specify the aim as well as be the starting point for the formulation of the structure of the content of the theoretical and practical parts. Every subchapter of the practical part should be directly related to one of the objectives. It is optimal to raise 3 – 5 objectives. Objectives are also started with the active verbs, e.g.: *to analyze*, *to research*, *to determine*, *to assess*, *to make*, *to compare*, *to describe*, *to identify*, *to formulate*, *to define*, *to interpret*, *to explain*, *to check*, *to prepare*, *to design*, *to distinguish*, *to contrast*, *to separate*, *to solve*, *to illustrate*, etc. It is not allowed to raise such objectives as: *to make a survey*, *to analyze theoretical material*, *to provide conclusions and suggestions*.

Formulation of the title, the object and the aim must correspond each other, e.g., if the title of the graduation thesis is *'Research of employees' work stress and the leadership position of the head* ', the research object of such a thesis should be *Aspects of employees' work stress and leadership position of the head in N organization* and the aim of work should be *to find out the features of employees' work stress and the leadership position of the head in N organization*. In the same way the objectives of the thesis must coincide with the titles of the big chapters in the table of contents. E.g., if the table of contents has the chapter whose title is *Theoretical aspects of the link between employees' work stress and the leadership position of the head*, the formulation of the objective should be as follows: *to analyze reference literature from the aspect of employees' work stress and the leadership position of the head*. It is recommended to write the aim and objectives of the thesis separately in bold type (*Bold*).

The introduction should describe **the practical importance and application possibilities** (where, in what institutions it is possible to apply the specific results of the thesis).

It is recommended to use the sentences of such a type in the introduction: *'The object of this work is ...' 'The aims of this work are...'*. However, it does not mean that all the introduction should consist of such sentences

**The introduction has to reveal all the essence of a graduation thesis.**

**Theoretical analysis of the topic (Theoretical Part).** A specific title of this part corresponding to the object and the aim of a graduation thesis must be formulated. This chapter has to review and analyze **basic reference literature where the problems analyzed are related to the topic of a graduation thesis** or where the methods and results used by the graduate are described. Reference literature sources may include monographs, scientific journals, legal acts, reports and statements of the government and economic entities, works of other graduates, scientific journals, etc.

When analyzing reference literature and other information sources it is not enough to report on the thoughts of other authors, which is usually done in written assignments. A graduate should assess, analyze and compare the materials, different ideas of scientists and practitioners, statements of various theories, etc. The author of the work, showing the work done by other authors, should reveal the essence of his/her work, ground its aims, the methods chosen and the theories.

Theoretical analysis of the topic should not include the sources whose ideas and research results are not directly related to a graduation thesis or the author does not understand them.

Theoretical analysis of the topic has to show the importance of a graduation thesis in the area chosen, analysis of work done by other researchers as well as application and modification of their principles and concepts, interrelation between ideas and concepts of the works analyzed, the existing theories and models on which the work is based.

Paraphrasing and citation of other authors is necessary for this chapter as well as references to works of other researchers, scientific and periodical literature and other sources.

**Description of work/research methods and (or) tools.** This part of work has to indicate the main **theoretical (methodological) provisions/statements** on which the work was based and describe the research methods used. It is advisory for a graduate to point out the aims of the methods applied, to give a short characteristics of empirical research (when the research was done, in what institution or environment, what audience or material, the number of people surveyed, instruments used (questionnaires, interview questions, a list of criteria for document analysis, etc.)

Explanation must be provided on how the results of the research were achieved. When describing the methods of the research it is important to indicate the aim and instrument of the research (e.g., analysis done in chapters 1, 2), research characteristics, criteria, indicators, research methods, a questionnaire, interview questions, forms of document analysis, etc., and a sample of the research.

It is necessary to describe the methods of information collection, how the analysis was done, because the methods and tools used can influence the results, while the results achieved have to be reliable. The methods of work and research must correspond to the aims of a thesis. If only



one method is used, arguments should be provided on why this particular and not some other method was chosen.

The description of tools has to be done in accordance with the general methodological requirements for graduation theses of the study program.

**Presentation and analysis of research results (Practical part).** Specific requirements for the practical part of a graduation thesis are provided by the department, depending on the study program

This part of work presents and analyzes the results of empirical research. The way of presentation of the results is as important as the results achieved. It is necessary to follow these recommendations: present only the most important and final results, interim results can be provided in appendices, results must be visualized (drawings, graphs, tables, diagrams, formulae, figures, etc.), visual forms must be accompanied by explanatory texts and comments. This text must not repeat what is given in visual forms.

When explaining and interpreting the results of the survey, it is necessary to provide comments on whether the results correspond to the expectations, explain the results by theories, models, etc., compare them with the results analyzed and cited in the theoretical chapters of the work. It is necessary to give the generalization of the results.

The generalization of the results must be logical and must not repeat what has been said. When comparing the results with those reached in other works, it is necessary to indicate their similarities, differences and provide explanations.

**Conclusions and recommendations.** The work is finished with conclusions, the summary of the results, the answers to the most important questions and a concise assessment. The conclusions have to be based on the materials analyzed in the work and the research results, they must be concise and given in the proper sequence. The conclusions must be related with the aim of a graduation thesis, besides, the conclusions must reflect the results of every objective. The conclusion may not repeat the data of the research. According to the conclusions, recommendations are formulated. They must reflect the ways of solving the problem discussed, be real, specific and have applicable value.

**List of reference literature and information sources.** It is research literature and documents whose ideas, facts and theories were used for consideration, interpretation and citations. The list of reference literature is prepared according to the requirements indicated in appendix 7. The list is written in a new page in the original language. All information sources are included, numbered and provided in the alphabetical order. The list of reference literature includes books, articles, documents which were cited, discussed or commented in one or other

aspect. Firstly sources in Latin characters are listed, than sources in the Cyrillic alphabet and other characters.

**Summaries in Lithuanian and foreign languages.** A summary should reflect the essence of work therefore its volume should not be more than one page. A summary should include:

- the author of a graduation thesis, the supervisor, the institution (Alytaus kolegija), the faculty, the department, the study program, the place of the defence, the year and the number of pages;
- the importance of the topic (two, three sentences);
- the object and the aim of the paper;
- what was done in the theoretical part;
- short characteristics of the research;
- the main conclusions (preferably from the research);
- Practical importance of the work and application possibilities.

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#### SUMMARY

SURNAME, Name. Possibilities of improvement of administration functions. Supervisor SURNAME, Name. Alytaus kolegija, Faculty of Information and Communication Technologies, Department of General Subjects, Enterprise and Office Administration. Alytus, 2014, 45 p.

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Summary is written in Lithuanian and one of foreign languages (English, German or French).

**Appendices of the paper** can include tables of information, material of the survey, statistical information, drawings, schemes, samples of questionnaires, other important information related to the topic analyzed is presented as appendices at the end of the graduation paper. References to the appendices are given in the main text.

### 3. GENERAL REQUIREMENTS FOR TEXTS OF WRITTEN ASSIGNMENTS

**Form of written assignments.** The text of the paper has to be typed on computer, printed on A4 sheets (210x297 mm), bound or stapled and orderly. The text is typed on one side of the sheet at 1.5 interval between lines, the page margins should be as follows: 3 cm from the left, 1 cm from the right, 2 cm from the top and 2 cm from the bottom. The height of letters is 12 points (12 pt.). The first line of the paragraph is indented 2.2 cm. The pages are counted starting from the title page (pages are not marked on the title page, the contents and the appendices but they are included into the total number of pages). The pages are numbered starting from the main text. The

number of the page is written above the text – in the middle of the sheet – in Arabic numerals without a point or a hyphen.

**Marking the text.** Chapters are numbered with Arabic numerals. Subchapters are numbered only in the chapter. Therefore, the number of a subchapter begins with the number of the chapter and the number of the subchapter in that particular chapter which are separated by a point, e.g.: 2.1.; 2.2. The chapters of the introduction, conclusions, the list of reference literature and the appendices are not numbered.

The title of the chapter is written in bold uppercase letters in the centre of the sheet (12 pt) and the titles of subchapters are written in lowercase letters (except the first letter) (12 pt) and they are started as the first line of a paragraph. Every chapter must be started on a new page while a subchapter and a section on the same page. A full stop is not needed as a punctuation mark after the title. The title of a chapter is written one line below the text line. The title of a subchapter and a section is separated by one line from the text going before it and after it. It is not allowed to write a title on one page and start a text on another page. It is advisable to place at least 3 lines of text besides a title on the same page.

**Language of written assignments and terminology.** Assignments have to be written in standard Lithuanian, in a consistent scientific style, when expressing thoughts it is advisable to use impersonal constructions and the third person (e.g., *... was analyzed in the work., .....was/were surveyed., ....is/are described, ...is/are spoken about, the following conclusions were made..., the author states/thinks/suggests....., In the opinion of the author of the work*)

Sometimes there are different terms used in the same work. Their spelling and meanings have to be checked thoroughly. It is also important to pay attention to spelling of international words.

If numbers given in the text have units of measurement they have to be written in figures (e.g. 300 Lt), if they do not have units of measurement they have to be written in words (e.g.: „The expenses increased two times“). If several numerical values are given the mark of measurement is written after the last one, e.g., 20, 50, 100 Lt.

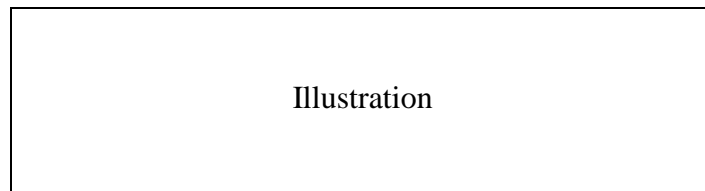
**Tables, figures and formulae.** Tables, figures and appendices must have titles and numbers. Numbering of tables, figures and appendices is separate. Numbering is needed if there is more than one of them. Titles of tables are written above the table in the middle of the page. The number of the table is written above the title of the table on the righthand side of the page. E.g.:

**Title of the table**

No	Title of the coloumn		Title of the coloumn	
	Subtitle of the coloumn	Subtitle of the coloumn	Subtitle of the coloumn	Subtitle of the coloumn
1.				
2.				

If only one table is provided in the work only the word *Table* is written above it on the righthand side of the page and it is not numbered. If the table occupies more than 1 page it is given in appendices.

Figures and illustrations (graphs, diagrams, etc.) are placed in the text just below their references. If there is more than one of them they are numbered. The number and the title of the figure are written bellow the illustration. E.g.:

**Fig. 1 Title**

The numbering is given just bellow the formulae in brackets, closer to the righthand margin of the page. A colon is placed after the formula and and explanations of the symbols are provided in a separate line. E.g:

$$S = \frac{\sum S_l}{A_s}; \quad (3)$$

Here  $S$  – average number of participating electorate in the constituency,  $S_l$  – number of participating electorate in one constituency,  $A_s$  – number of constituecies in Lithuania.

In the text or next to the formula there must be a reference to the source where it is taken from or whom it is prepared by.

**Presentation of reference literature used in written assignments.** References to the sources used have to be given in square brackets at the end of the sentence pointing out the number of the source in the list of reference literature. E.g.: .....[12].

*Citations* are used only when the original words (sometimes paragraphs) are essentially important when discussing the topic or explaining the thought. The citation must fully correspond to the original text and is always written in quotes. E.g:

When analyzing classification of models of logistic systems, A. Garalis notices that „modeliavimas grindžiamas sistemų arba procesų panašumu“ [13, p. 42].

**Rephrasing** is explaining the essence of the content without citations of the authors words but using the pphrases of the author. E.g.:

S. Stoškus states that the attitude towards communication processes in the organization is changing at present. In his opinijon, exchange of information is becoming a process strongly influencing the efficiency of organization performance and is more than only a tool for receiving information [10].

Presentation somebody else's ideas, data or words as the writers own words is called plageriasm. Typical cases of plageriasm are as follows:

1. when somebody else's text is presented without quotes or other type of marking in the whole text (e.g. a separate paragraph or italics);
2. when retelling or citing somebody's idea, presenting illustrations or data, the exact source of reference is not indicated;
3. when the wrong page of the source or the wrong date of browsing is indicated.

CERTIFIED  
Minutes of Academic Coucil of  
Alytaus kolegija  
2014-10-07  
No V3-37

# **APPENDICES**

Sample title page of written assignment

ALYTAUS KOLEGIJA 16  
TITLE OF FACULTY 16  
TITLE OF DEPARTMENT 16  
*(responsible for the study program)*

10 intervals 16

NAME SURNAME 12  
YEAR OF STUDIES (I-IV), MODE OF STUDIES (full-time/part-time) 12  
FULL TITLE OF STUDY PROGRAM 12  
1 interval 12  
TITLE OF WRITTEN ASSIGNMENT (specific title)  
1 interval 12  
*Written assignment (abstract, midterm assignment, report on practical training)*

11 intervals 12

T4 (2,2 cm)

Checked by 12  
Position Name Surname 12

14 intervals 12

ALYTUS, 2014

Sample title page of a course paper

<b>ALYTAUS KOLEGIJA 16</b> <b>TITLE OF FACULTY 16</b> <b>TITLE OF DEPARTMENT 16</b> (responsible for the study program)	
10 intervals 16	
NAME SURNAME 12 YEAR OF STUDIES (I-IV), MODE OF STUDIES (full-time/part-time) 12 FULL TITLE OF STUDY PROGRAM 12 1 interval 12 <b>TITLE OF COURSE PAPER (specific title)</b> 1 interval 12 Course paper	
11 intervals 12	
T4 (2,2 cm)	Checked by 12 Position Name Surname 12
14 intervals 12	
ALYTUS, 2014	



Sample of the first title page of graduation thesis

<b>ALYTAUS KOLEGIJA 16</b> <b>TITLE OF FACULTY 16</b> <b>TITLE OF DEPARTMENT 16</b>	
10 intervals 16	
NAME SURNAME 12	
3 intervals 12	
<b>TOPIC OF GRADUATION THESIS (SPECIFIC TITLE) 16</b>	
1 interval 12	
<b>Graduation thesis 12</b>	
11 intervals 12	
T4 (2,2 cm)	Supervisor of graduation thesis Position Name Surname
14 intervals 12	
ALYTUS, 2014	

Sample of the second title page of graduation thesis

<b>ALYTAUS KOLEGIJA 16</b>		
<b>TITLE OF FACULTY 16</b>		
<b>TITLE OF DEPARTMENT 16</b>		
6 intervals 12		
T5 (2,2 cm)		<b>ALLOWED TO DEFEND 12</b> Head of department 2 intervals 12 ..... Name Surname
5 intervals 12		
<b>TOPIC OF GRADUATION THESIS (SPECIFIC TITLE) 16</b>		
2 intervals 16 Graduation thesis 16		
6 intervals		
Graduate	(Signature)	Name Surname 12
Supervisor	(Signature)	Name Surname
Reviewer	(Signature)	Name Surname
ALYTUS, 2014		

Sample of table of contents

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## LIST OF BIBLIOGRAPHICAL REFERENCES ACCORDING TO STANDARDS OF LITHUANIA LST ISO 690 IR LST ISO 690-2

### *One authors book*

MELNIKAS, Borisas. *Tarptautinis verslas*. Vilnius: Technika, 2014. ISBN 978-609-457-457-3.

ZIETHEN, R. Dieter. *Catia V5 macro programming with basic script*. Carl Hanser Verlag Munchen, 2013. ISBN 978-0-07-180002-0.

### *Two authors' book*

GEDVILIENĖ, Genutė; KANKEVIČIENĖ, Lina. *Informacinės visuomenės technologijos ir jų kaita švietimo sistemoje*. Kaunas: UAB „Versus aureus“ 2014. ISBN 978-609-467-028-2.

LEWIS, John; CHASE, Joseph. *Java software structures: Designing and using data structures*. Pearson Education Limited, 2014. ISBN 978-0-273-79332-8.

### *Three authors' book*

LANGVINIENĖ, Neringa; SEKLIUCKIENĖ, Jurgita; VENGRAUSKAS, Vytautas Petras. *Tarptautinis verslas: 1 knyga*. Kaunas: Technologija, 2011. ISBN 978-9955-25-796-1.

JONES, S. Tricia; REMLAND, S. Martin; SANFORD, Rebecca. *Interpersonal communication through the life span*. Houghton Mifflin Company, 2007. ISBN 978-0-205-56005-9.

### *More than three authors*

ANCUTA, Andriejus ir kt. *Fizikinės chemijos laboratoriniai darbai*. Kaunas: Technologija, 2010. ISBN 9986-13-884-1.

CAMERON, T. Glen and other. *Public relations today: managing competition and conflict*. Pearson Education, Inc, 2008. ISBN 978-0-205-49210-7.

### *Book without an author*

*Lietuvos etikos kodeksai, nuostatai, taisyklės*. Sud. ir įvadą parašė Gediminas Butkus. Vilnius, 2006, 336 p., ISBN 9955-557-87-7.

### *Articles or chapters from a book*

JUCEVIČIENĖ, Palmira; VAITKUS, Rimantas. The development of higher education for the knowledge society and the knowledge economy. In: *Higher Education and National Development: universities and societies in transition*. London and New York: Routledge, 2007, p. 43–54.

MICKEVIČIUS, Arūnas. Friedricho Nietzsche's moralės geneologijos samprata. Iš: NIETZSCHE, Friedrich. *Apie moralės geneologiją*. Vilnius, 1996, p. 7–20. ISBN 9986-405-93-9.

#### **Articles from a publication**

PETKŪNAS, Vytautas; JUCEVIČIENĖ, Palmira. The change of educational paradigm under the influence of ICT implementation: criteria of evaluating the teacher and student's roles. *Social Sciences* 2006, 2(52), p. 79–91.

VIJEIKYTĖ, Alma. Išstumtieji renkasi Lazdynuose. *Dialogas*, 2003, balandžio 4, nr. 14, p. 5.

#### **Electronic book**

JANONIS, Osvaldas. *Bibliografinių nuorodų ir jų sąrašo sudarymo studijų bei mokslo darbuose metodika (pagal Lietuvos standartus LST ISO 690 ir LST ISO 690-2)* [interaktyvus]. Vilnius, 2005, 49p. [žiūrėta 2009 m. spalio 1d.]. Internet access: <<http://anthology.lms.lt/lindex.html>>.

SAKALAUŠKIENĖ, Lina; LIMANOVSKAJA, Anna; USELYTĖ, Vaiva. *Įmonių ekonomika. Ekonomikos teorija: metodinė mokymo(si) medžiaga* [electronic resource CD-ROM]. Vilnius, 2011. ISBN 978-9955-926-26-9.

#### **Article from an electronic book**

CHREPTAVIČIENĖ, Virginija; KONDRATAS, Arvydas. Criteria and indicators of ICT implementation stages at a secondary school [elektroninis išteklius]. 2005 [viewed March 25 2014]. Access via Education-line: <<http://www.leeds.ac.uk/educol/documents/150170.htm>>.

DAGIENĖ, Valentina. Informatikos, kaip mokyklinės disciplinos, formavimosi metodologiniai aspektai. Iš: *Informacijos mokslai* [electronic resource]. 2001, [nr.] 17 [viewed 2014-04-03]. Internet access: <<http://www.leidykla.vu.lt/inetleid/inf-mok/17/str4.html>>. ISSN 1392-1487.

#### **Article from an electronic journal**

LINKEVIČIŪTĖ-RIMAVIČIENĖ, Jolita. Spaudos vaidmuo kuriant pilietinę visuomenę Iš *Informacijos mokslai* [interactive], 2009, [nr.]51 [viewed January 13, 2014]. Internet access: <[http://www.leidykla.vu.lt/fileadmin/Informacijos\\_mokslai/51/70-82.pdf](http://www.leidykla.vu.lt/fileadmin/Informacijos_mokslai/51/70-82.pdf)>.

#### **Article from database**

STONE, N. The Globalization of Europe. *From Harvard Business Review* [interactive]. June 1989 [viewed January 5, 2014] Access via EBSCO Publishing.

#### **Manuscript**

Prekybos instituto tarybos 1941-08-12 protokolas. Šiauliai, 1941. Lietuvos centrinis valstybės archyvas, f. R-629, ap.1, b.985, 1.246.