ALYTAUS KOLEGIJA

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METHODOLOGICAL REQUIREMENTS FOR THE PREPARATION OF INDEPENDENT ACADEMIC PAPERS AND GRADUATION THESES AT ALYTAUS KOLEGIJA/University of Applied Sciences (AK)

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Contents

PREFACE

Methodological requirements for the preparation of independent academic papers and graduation theses are set for the students of ALYTAUS KOLEGIJA/University of Applied Sciences (AK). Independent academic papers are assigned to enhance students' abilities to combine theoretical knowledge with practical hands-on work experience, deepen conceptual understanding of the subject matter, foster their capability to evaluate, analyze and summarize theoretical material, encourage drawing of conclusions, and develop analytical, creative, self-expressive and independent working skills.

These particular methodological requirements provide an overview of the concept and types of independent academic papers and a set of structured information on the requirements for the preparation and formatting of independent academic papers and theses.

The purpose of these methodological requirements is to help students in complying with the methodological, formatting, and language requirements. It also aims to boost their comprehension of the preparation of independent academic papers and graduation thesis.

1. THE CONCEPT AND TYPES OF INDEPENDENT ACADEMIC PAPERS

Maximum students' involvement in research and development draws on their values and builds character traits of well-educated, respectable professionals. The joint activities of lecturers and students create an atmosphere of fresh ideas, insights, creativity, and fruitful collaboration. **Independent academic papers** are one of the most effective ways of involving/engaging students in research and development activities. **An independent academic paper** is a field-specific study of a topical issue, applying appropriate scientific theories and methods. Academic papers are intended to analyze, systematize and consolidate existing theoretical knowledge and develop new ones. Preparing an independent academic paper stimulates analytical, logical, and critical thinking skills helps to boost creativity, and reinforces the benefits of self-study. The independent academic papers can be prepared either individually, in pairs, or in groups. The subject lecturer determines the particular mode of preparation. He or she assesses the goals of the independent academic paper as well as specific achievements of the course. The lecturer tracks the progress of the paper and advises the student in case of the need. It is essential to properly structure and format all independent academic papers.

Usually, students of AK prepare the following independent academic papers: review reports, essays, case studies, reflection reports, laboratory reports, project works, internship reports, and graduation theses.

Review report (Latin refero – „I report") is an independent academic paper that has elements of a scientific treatise aimed at stating what has been achieved, researched, - or discovered in various areas of the field subject. As a rule, the writing of the review report is based on scientific source literature, legal provisions, and statistics. It contains little originality, but, students learn how to gather material, draw on source literature, reason, and analyze. It is important to note that any academic paper is an authentic piece of writing. Therefore, student must analyze the chosen topic in his or her own words and avoid reproducing source literature. The quality of the review report depends on the in-depth, detailed, and coherent analysis of the chosen topic. The preparation of the review reports helps to broaden students' scope on the field subject and acquaints them with the essential set of skills to prepare a scientific research paper: students analyze scientific literature and improve their scientific style of speech. Review reports can be prepared individually, in pairs, or in groups. In the case of teamwork, either paired or grouped, the contribution of each member must be indicated. The precise volume of the review report is commonly defined by the subject lecturer, who also provides a list of possible topics to choose from. As a common practice, the review reports are usually submitted in a written and/or e-form, however, the lecturer may schedule an oral presentation

too. The public presentation of this academic paper consists of the questions-answers session, reasoning, debates, and expression of one's opinion, which is of great use in the later presentation of the graduation theses.

The review report consists of:

- **Title page**. It is prepared following a uniform template (Annex 1).

- **Content.** The review report must be between 7 to 12 pages long. The recommended structure should consist of 2-3 topics (chapters) and 2-3 subtopics (subchapters) accordingly.

- **Introduction.** It discusses the topic of focus, describes its relevance, defines the crux of the matter (main problem in the form of inquiry), and sets the main goal of the review report. There should be only one goal corresponding to the title of the review report. Certain objectives can be set to better achieve the goal, however, it is not necessary. It is advised to keep the introduction short, 0.5-1 page long.

- **The main body**. It reveals and logically organizes the main points of the topic according to the chapters and subchapters planned in the table of contents. The topic is revealed by a detailed analysis of scientific and other reliable sources of information, comparing or summarising the ideas and views of various authors, and presenting the results of research carried out on the topic. The topic of the review report should be analyzed following the requirements for citation and referencing source literature. The main body of the paper should be 3-8 pages long.

- **Conclusions** outline the results of the work carried out, providing answers to the goals and objectives set out in the introduction. The volume of this part should be half a page.

- **List of references.** Each source of literature cited in the text must be included in the reference list. It is recommended to refer to at least 4 reference sources - books, scientific articles, encyclopedias, documents, etc., -when preparing the review report.

- **Annexes** are not necessary for the review report. It is added, when seeking to provide a more comprehensive explanation and illustration of the statements made in the main body of the review report (larger tables, figures).

Practicum report - a written academic paper, prepared by a student on the results and performed tasks of his or her internship, following the plan of the internship and the applicable methodological guidelines (refer to the procedure for organizing, reporting, defending, and evaluating student's internships - cognitive, professional, final - at AK) https://alytauskolegija.lt/wp-content/uploads/2014/09/AK_praktiku-tvarka_20171.pdf. The title page of the practicum report shall be drawn up following a uniform template (Annex 1).

Essay ([French](): *essai* - "attempt") is understood as a composition, an article, an expression of one's thoughts, in which a student presents his or her views on various sets of topics, like values, social, ethical etc. The student critically evaluates the present and anticipates the future perspective. It is a reflection on a topic or a given text, giving a personal point of view. The essay is characterized by subjective evaluation and freestyle content delivery. It is narrated in the first person. A student may use many metaphors, similes, paradoxes, aphorisms, symbols, irony, auto-irony, rhetorical questions, and exclamations, etc. The writting requirements for the essay are: the text should contain both, the author's point of view as well as a personal student's opinion, reasoned analysis and critique of opponents' viewpoints, a clear paragraph structure, logical connections between paragraphs and between sentences, and a rich vocabulary. The essay should be 2-3 pages long. The recommended structure of an essay is: title page, introduction (preface) – the raising and justifying of the problem (idea) important to the author by exciting curiosity in it and highlighting its importance; main body - developing the topic (dividing the problem (idea) into parts, presenting reasoned argumentation, arguments by other authors); conclusion or summary; reference list.

Reflection report (Latin: *reflectere* - "to reflect, to reflect on something"). Reflection is aimed at reflecting on and improving personal learning, professional occupation, and expertise. Reflection provides an opportunity to reevaluate prior knowledge and experience and promotes the development of professional competencies. Reflection provides new knowledge, skills, and a new meaning to one's occupation or learning. Cogitation and analysis of experience, or reflection, is an important learning opportunity, giving an analysis of real, unique, and previously unpenned issues. The following sequence of thoughts is recommended for the reflection: have I done anything that matters, what experience have I accumulated, what have I learned, how did I manage to gain experience, how and where can I bring my experience to use.

The reflection report should be 1-3 pages long. This particular report follows a free form structure with no strict requirements, however, the content calls for the inclusion of reflections complying with the logic of the steps presented.

Project work is a student's independent research work aimed to promote and develop the student's ability to engage, analyze and systematize scientific literature, and scrutinize theoretical and practical issues of the chosen topic. The project work is designed to analyze and solve a specific, real-world problem in detail. It can be conducted individually or collaboratively. There are different types of projects such as engineering, product/service development, systems development, research, organizational redesign projects, etc. Various methods of information, data collection, and analysis are well integrated within the project preparation cycle. It is not only theoretical knowledge that is

used to investigate the problem, but also the analysis and systematization of scientific literature, the examination of legal and other documents, and the collection of statistical records. The project work may call for paper surveys or in-person interviews and other empirical research methods. The recommended volume of the project paper depends on the importance of the issue at hand and should be between **15 to 20 pages**. If the project work is carried out by a group of students, the contribution of each member of the group should be indicated. Public presentation is an important element of the project work. The project work presentations are usually delivered during the lectures on the related subject matter. More extensive projects may be presented to the department, faculty, or the whole AK community. The project work may be commissioned by a specific organization as applied research or a project.

The project paper is written following the General Requirements for the Formatting of Independent Academic Papers and Graduation theses (see Section 3).

The project paper consists of 10 compulsory elements:

- Title page (Annex 2);
- Content;
- Introduction;
- Theoretical part;
- Analytical part;
- Practical/project part;
- Conclusions;
- References;
- Annexes.

2. THE STRUCTURE AND CONTENT OF GRADUATION THESIS

A graduation thesis is an independent work of an applied or research nature. It requires the student to demonstrate that he or she has acquired sufficient knowledge and the necessary skills and has sufficient experience in analytical and/or design work in the respective study field (branch). In the graduation thesis and its defence, the student must show a thorough understanding of the topic, ability to solve emerging tasks, creativity, ability to use modern tools and methods of analysis, design, and research and to formulate conclusions properly. The volume of the graduation thesis is from 35 to 45 pages, excluding the list of references, summaries, and annexes. The volume of the graduation thesis is determined by the departments, taking into account the specifics of the study programmes. The graduation thesis consists of 10 compulsory elements:

  – title pages (annexes No. 3 and N. 4);

  – table of contents (annex No. 5);

  – introduction;

  – theoretical part;

  – analytical part;

  – practical / project part;

  –conclusions and recommendations;

  – list of references;

  – summary in Lithuanian and English;

  – annexes.

Each graduation thesis is a unique piece of work, and its structure may differ slightly depending on the problem and the way it is solved, but it must have the main parts of the thesis (theoretical, analytical, practical/project).

The recommended proportions of the main parts of a graduation thesis (theoretical, analytical, practical/project) are 1:1:1

The title page. The title page is the business card of a graduation thesis, so it must be prepared with great care.

There are two title pages of a graduation thesis (see annexes 3 and 4). The first title page indicates the names of the institution, faculty and department, the topic of the graduation thesis, the name of the author, the position of the supervisor (assistant, lecturer, associate professor, or professor), and/or the degree (dr. or habil. dr.), the name of the city where the graduation thesis is written and the year of writing (Annex 3).

The second title page of the graduation thesis is drawn up in accordance with the requirements of the title page, only the reviewer is additionally indicated and the mark "Allowed to

defend" is written on the right side of the title above this title. The signature of the head of the department certifies that the final work meets the requirements for such work (Annex 4).

The table of contents. It lists the titles of all the chapters and subchapters of the graduation thesis and the pages in which they begin. Only the chapters and subchapters of the theoretical, analytical, and practical/project parts of the graduation thesis are numbered in the table of contents. The introduction, conclusions and/or recommendations, reference literature, summaries, and annexes are not numbered (see annex 5).

In the introduction of the graduation thesis, based on the analysis of scientific literature and other sources of information, **the relevance, object, goal, tasks, and methods of the topic of the graduation thesis must be revealed.**

The relevance of the topic of the graduation thesis is emphasized in the first paragraphs of the introductory text. It is possible to start with the more global relevance of the topic (for the world, for the country) and end with the importance of the topic for the object of analysis. The object of the graduation thesis is a topical problem, development opportunities of the organization 's field of activity, etc. The goal of the graduation thesis must correspond to the title of the thesis topic. The goal should be formulated using the infinitives of the verbs, e. g.: *to analyze.., to investigate .., to methodologically, empirically substantiate how ...; to prove in theory, in practice why it is necessary ...; to determine the ways in which ...; to prepare ...; to demonstrate ...* and so on.

The tasks of the graduation thesis must reveal the essence of the work, specify the purpose, be the starting point, forming the structure of the content of the theoretical and practical parts. It is optimal to set 3 – 5 tasks. The tasks are also started with active verbs, e. g.: *analyze, research, identify, evaluate, compile, compare, describe, identify, formulate, form, define, interpret, explain, check, prepare, compile, design, distinguish, collate, separate, solve, illustrate,* and so on. The following tasks cannot be set: *to conduct a survey, to analyze theoretical material, to present conclusions and suggestions.*

The formulation of the object, goal and title of the thesis must correspond to each other, for example, if the title of the thesis is *Assessment of Peculiarities of Personnel Work Stress and Managerial Leadership Position in Organization N,* the research object of such a thesis should be *Peculiarities of Personnel Work Stress and Managerial Leadership Position in Organization N,* and the goal of the thesis should be *to evaluate the peculiarities of personnel work stress and managerial leadership position in the organization N.* The tasks of the graduation thesis must coincide with the names of the major chapters in the table of contents. For example, if the table of contents includes a chapter entitled *Theoretical Aspects of the Relationship between Personnel Work Stress and Managerial Leadership Positions*, the formulation of the task revealing it should be as follows: *to analyze the scientific literature on aspects of personnel work stress and managerial leadership*

position. It is recommended to write the goal and objectives of the graduation thesis separately and highlight them (in *Bold*).

The introduction should describe **the practical significance of the graduation thesis and the possibilities for its application** (where, in which institutions the specific results of the thesis can be applied).

The following types of sentences are recommended in the introduction: *"The object of this thesis is..."*, "The goal of this thesis is…". However, this does not mean that the whole introduction should consist of sentences of this type alone.

The theoretical part reviews, quotes, and paraphrases national and foreign scientific sources, legal acts in which the current issues are directly related to the topic, and the problem analyzed in the graduation thesis, reveals how the approach to the problem and its solutions have changed in the last year, critically evaluates one or another theory. The theoretical part of the work should focus on modern and innovative problem-solving models or methodologies that will be used in the research and will help to solve the problem raised in the thesis. When analysing the scientific literature and other sources (see Chapter 4), it is not enough to refer to the thoughts of other authors; the graduate should evaluate, analyse, compare, and summarize the accumulated material, the thoughts of different scholars or practitioners, the statements of various theories, and so on.

Chapters and subchapters must be logically arranged and linked. The writing must be based on the latest national and foreign literature (no less than 16 and at least 10 years old, the use of older sources should be justified). At least a quarter of the sources used must be in a foreign language and at least one fifth of the sources listed in the reference literature must be published in Internet databases: „EBSCO Publishing ", „EMERALD Management eJournals Collection ", open-access databases, etc. The theoretical part should requote, quote and paraphrase as described in Chapter 4.

The analytical part presents the company, based on the actual and statistical data, describes the real situation of the problem. The data collection methods used for the research/project are also presented, their choice is justified, the research methodology is provided (when the research was carried out, in what institution or another environment, what the contingent or material was, how many respondents were interviewed, what tools (questionnaires, interview questionnaires, lists of criteria for document analysis, etc.) were used or what initial data was required for the project.

The practical / project part. This part of the graduation thesis summarizes the results of the empirical research, revealing the student's ability to apply the chosen theoretical methods to solve the problem of the graduation thesis, the ability to analyze and evaluate the results of the research. The following recommendations must be complied with to present only the most important and final results, intermediate results can be presented in the annexes, the results must be presented in figures (drawings, graphs, tables, diagrams, formulas, numbers, etc.), visual forms must be

presented with an explanatory text and comments. The text should not repeat what is shown in visual forms.

The solution of the problem based on the theoretical material and research results is selected, providing reasoned proposals (for example, how, in what ways and means, with what terms, what budget, what human and material resources the problem can be solved, the payback of proposals is calculated, their efficiency and/or effectiveness is discussed, the practical applicability of the proposals is demonstrated, etc.)

The project part of the graduation thesis provides a description of the product/project and the stages of its development process.

Conclusions and recommendations. The graduation thesis is completed with conclusions; the results of the work, the most important answers to the questions raised in the graduation thesis, and a concise evaluation are presented in a summarized and concentrated manner. The conclusions must be related to the goal of the graduation thesis and reflect the results of the solution to each task. At least one conclusion must be provided for each task (for example, if there are 5 goals in the introduction, the conclusions should provide at least 5 conclusions). Based on the conclusions, recommendations are formulated. They must reflect the solutions to the problem in question, be realistic, specific and have an applied value.

The list of references. The list of references provides a bibliographic description of the sources used and listed in the alphabetical order. The list of references in the APA style contains only bibliographic descriptions of the sources used in the graduation thesis (quoted, requoted, paraphrased) (for more details, see Annex 6).

Summaries in Lithuanian and English. It is a concise presentation of the information about the graduation thesis in Lithuanian and English, reflecting the essence of the graduation thesis (at least one page). The summary must include the following:

– the author, title, supervisor, institution, (ALYTAUS KOLEGIJA/University of Applied Sciences), faculty, department, study programme, place of defence, year and number of pages;

– the relevance of the topic (two, three sentences);

– the object of the graduation thesis, the goal of the graduation thesis;

– generalization of the theoretical part;

– the situation of the problem being solved and the research methodology;

– the ways of problem-solving suggested in the practical / project part;

– practical significance of the graduation thesis and the possibilities of application;

– the main conclusions and recommendations.

Example of a summary:

SUMMARY

SURNAME, Name. Assessment of Peculiarities of Personnel Work Stress and Managerial Leadership Position in Organization N. Supervisor SURNAME, Name. ALYTAUS KOLEGIJA/University of Applied Sciences, Faculty of Information Technologies and management, Department of Management, Office Administration. Alytus, 2021, 48 p p.

Annexes to the graduation thesis may include data tables, survey material, statistical information, drawings, diagrams, examples of questionnaires, other additional material related to the topic analyzed by the author and presented as annexes at the end of the graduation thesis. The title pages ANNEXES is numbered. Each new annex is numbered in the right-hand corner of the page (**Annex 1**, **Annex 2**, etc., in highlighted letters in bold). If the annex is longer than one-page, other pages must be numbered to indicate that it is a continuation of the annex **(Annex 1 (continued), Annex 2 (continued)**.

3. GENERAL FORMATTING REQUIREMENTS FOR INDEPENDENT ACADEMIC PAPERS AND GRADUATION THESES

3.1 Text Formatting

The following formal requirements for the text of independent academic papers and graduation thesis are provided in Table 3.1.

Table 3.1. Formal requirements for text presentation and layout

Sheet format	A4
Margins	left – 3 cm right – 1 cm top – 2 cm bottom – 2 cm
Text alignment	under both edges of the sheet (justify)
Indent of the paragraph first line	2,2 cm from the left edge of the page
Text font thoughout the work	*Times New Roman*
Text formatting	non-stylized font size 12 pt 1,5 line spacing and paragraph spacing
Text formatting in tables and figures	non-stylized font size 11 pt 1line spacing and paragraph spacing
Source after the title of the figure or table	in brackets in lower case 10 pt font size, regular, centred no full stop at the end
Worksheet numbering	each page must be numbered consecutively, except for the title page page numbering should be centered at the top in Arabic numerals without dots or dashes font size - 10 pt, with 1 cm top line of the page

It is recommended that the space after the table or figure should be 1 line without leaving an additional blank line.

The chapters, which correspond to the main parts of the academic papers, are divided into sub-chapters and sections. The chapters start on a new page. It is recommended that a sub-chapter or section should be no shorter than one page. If this condition cannot be met, it is better not to divide sub-chapters into sections.

The requirements for the headings and numbering of chapters, sub-chapters and sections, and tables and figures are given in Table 3.2 (page 13).

Table 3.2. Requirements for formatting of the titles of work parts,tables and figures

Titles of the parts	Presentation	Remarks
Titles of the chapters	Titles of the chapters such as the table of contents, introduction, conclusions, summary, summary in a foreign language, references and annexes are not numbered. They shall be written in capital letters in bold type size 14.	Titles shall be centred across the width of the page, with 1 line above and 1 line below the title, leaving no blank line before or after the title. No full stop after the title.
	The titles of theoretic, analytic, practical / project chapters shall be numbered in Arabic numerals „1", „2", „3" and written in capital letters in bold type size 14.	
Titles of the sub-chapters	They shall be written immediately after the title of the chapter and numbered in Arabic numerals „1.1", „1.2", „1.3", „2.2", „3.1", „3.2", etc. They shall be written in lower case letters in bold type size 14.	
Titles of the sections	They shall be numbered in Arabic numerals „1.1.1", „1.1.2", „1.2.1", „1.2.2", „2.2.1", 2.2.2", etc. They shall be written in lower case letters in bold type size 12.	
Titles of the tables and figures	They shall be written in lower case letters in bold type size 12.	

The use of bold font for individual words or sentences is discouraged throughout the text, except for key words in the introduction. It is recommended to use an italic regular font to highlight important information. A chapter, sub-chapter, section must not begin and end with a table, figure, division; the entire page must be filled with text, tables, figures. The last page of each sub-chapter or section must take up at least one third of the page.

3.2 Tables and Figures Formatting

Graphical representations of data and tables help the author to present the information available in a concise way. Tables are suitable for presenting grouped numerical (financial) and textual information, while figures are charts, graphs, diagrams, photographs, etc.

All tables and figures in the academic paper must be numbered and titled. The figure number and title shall appear below the figure and the table number and title shall appear before the table in 12 pt bold font in lower case letters, starting with the capital letter, centred. Tables and figures shall be numbered by chapters in Arabic compound numerals (separated by a full stop) next to the word „Table" or the figure abbreviation „Fig.". (e.g. table 2 in chapter 3 shall be numbered Table 3.2 or figure 4 in chapter 2 shall be numbered Fig. 2.4). A full stop is not added after the title of a table or figure.

The titles of the tables and figures should be informative and relevant to the content depicted. The title must indicate what data is depicted. The titles of tables and figures cannot be in the form of a question, and it is not necessary to write "compiled by the author" when presenting the data obtained during the research in the organisation (company, institution). Figures and tables should be clear and legible and should not exceed one third of a page. Tables and figures larger than one-third of a page should be presented in annexes. Several tables or figures can be presented on one page. It is recommended not to split tables over two pages.

Presentation of tables. Each part of the table (column or row) must have a title (header box), written in the singular, starting with a capital letter, in bold type, arranged symmetrically across the width of the page. The headings in the header boxes of the table should be simple and clear. Vertical entries and long titles should be avoided in title boxes. It is not recommended to leave columns and rows blank. Text in the sections should be in 11 pt regular font; notes (if necessary) below the tables should be written in 10 pt regular font, e.g.:

Table 3.3. Title of the table

No	Title of the section		Title of the section	
	Title of the sub-section	Title of the sub-section	Title of the sub-section	Title of the sub-section
1.				
2.				
3.				
4.				
5.				

Tables shall be inserted in the text after the paragraph in which they are mentioned or on the following page. If a table or figure does not fit under the text, it is moved to another page in the text, indicating on which page the table or figure is located. For example, Table A (see page X) or Figure B (see page Y). Then the text is written again. Two or more tables cannot be consecutive in an academic writing, text must be inserted between them. The structural part of the work cannot be concluded with a table either.

The information presented in the table should not be repeated in the text, but only summarised in the table.

If the table is based on a source or sources, this must be indicated by the designation 'Source' after the table title, centred in font size 10 (see Table 3.4).

Table 3.4. Title of the table
Source: Eurostat, 2020

Presentation of figures. All illustrations in a piece of academic paper are referred to as figures. This may include graphs, charts, various diagrams and other visual material. Illustrations are prepared using computer software and presented in the text or in annexes.

The figure appears in the text after the sentence in which it is first mentioned or on the next page, e.g. Figure 3.1. If the figure does not fit under the text, it is moved to another page, indicating in the text which page the figure is on, e.g. Figure 3.3 (see page 16).

Please note that any image is a work of authorship and must have the written consent of the author in order to be used in an academic paper. In the absence of such consent, the student may remake the figure in his/her own way and cite the source (with a full bibliographical description and the specific page of that source) from which the figure was based. The source is given under the title of the figure (see example in Figure 3.1).
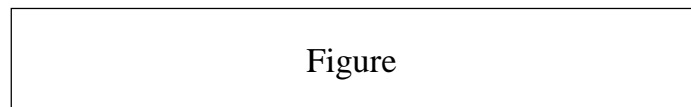
Figure

Figure 3.1. Title of the figure

Source: Surname, Name. (2015). Title of the article. *Title of the publication*, 4 (4), page 499.
Compiled by the author

If a figure is based on textual information from different sources, or if a figure in one source can be supplemented by other sources, it is sufficient to provide the names and years of the authors or other sources (see the example in Figure 3.2).
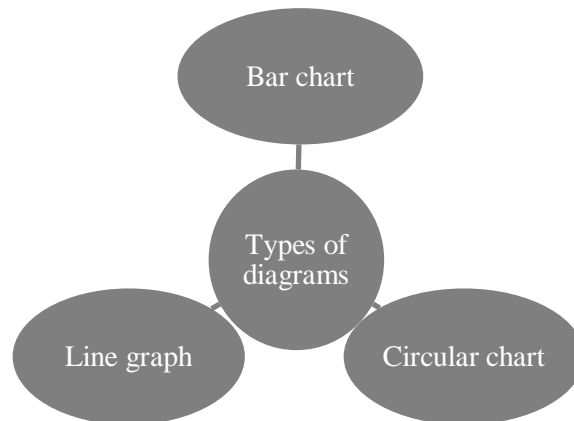

Figure 3.2. Personal qualities of a leader

Source: Compiled by the author based on: Surname, (2017); Surname, 2018; Surname and Surname, 2019; Surname, 2020.

Types of diagrams. The author has to decide which type of chart is the most appropriate to represent the required data and select the chart type (see Figure 3.3).


Figure 3.3. Recommended types of diagrams

The following are the available diagram types.

A bar chart (see Figure 3.4) is used when:

- comparing the parameters of several objects;

- the horizontal axis contains the names of the objects being compared, i.e. textual information (names of the objects below the axis are spaced equidistant from each other);

- the order in which the objects are arranged on the horizontal axis is irrelevant (swapping any of the columns in the chart will not make the chart wrong, so you can arrange them as you wish);

- the names of the objects on the horizontal axis are short;

- the number of objects to be compared is small – up to eight, i.e. the diagram fits on the description page. Even a chart with more than eight columns stretched across the width of the page will be difficult to read.
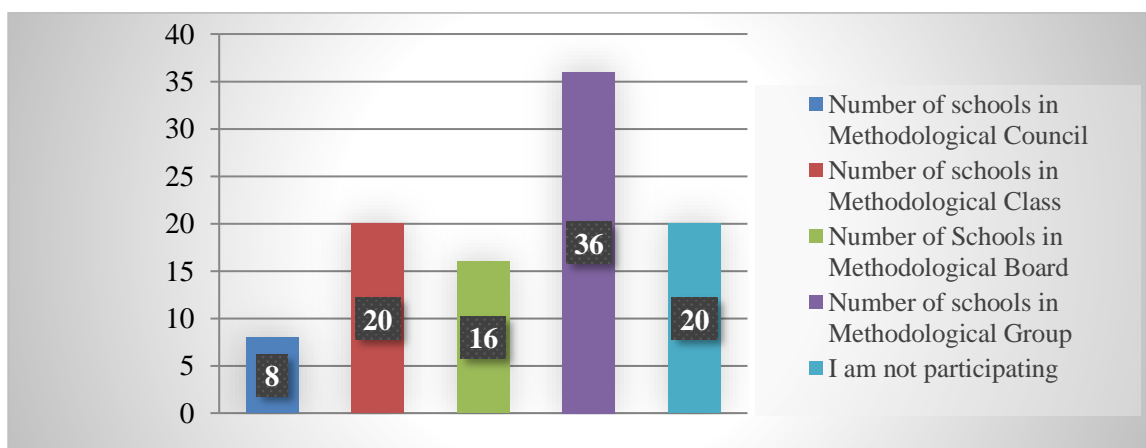
Figure 3.4. Participation in methodological activities (%)

A line graph is used when:

- comparing the parameters of several objects (e.g. more than one object is selected or objects are scored);

- the vertical axis contains the names of the objects being compared, i.e. textual information;

- order of ascending or descending objects on the vertical axis is recommended (it is easier to read the data in the graph);

- the names of the objects to be compared can be long (it is important that the diagram fits on the description page);

- the number of objects to be compared can be large (it is important that the diagram does not take up more than a third of the page).

A circular chart is only used when:

- comparing the size of the full data sample (100%) and subsamples (x%);

- there are no more than 4-5 parts to be compared (i.e. all cut-outs of the circle are visible);

- a variable has many values with small magnitudes, they can be grouped together in the pie chart under "Other". This group should not make up more than 20% of the circular chart. In this case, the explanatory notes shall specify what constitutes the group "Other".

When displaying data in graphs, it is necessary to indicate the value (in absolute numbers or percentages) of each column (section) of the graph.

Important! A circular chart can be used if respondents tick only one answer option. Tables and figures must be summarised in the text.

4. THE USE AND CITING OF SOURCE LITERATURE

Study and rsearch works must use references which publish reliable information: scientific articles, monographs, dissertations, scientific studies, scientific and other reports, peer-reviewed dictionaries, reference books and encyclopedias, institutional documents, legal acts, statistical information, patents, standards, etc.

Any use of the original or copies of work without the permission of the author, his successor in title or his duly authorized person shall be considered illegal, except in the cases provided for in the Law on Copyright and Related Rights of the Republic of Lithuania (2003). The law provides that small reproductions of works or short extracts of published work in written, audio or visual form may be reproduced in writing, audio or video without the permission of the author of the work, provided that such reproduction does not exceed what is necessary for that dimension.

When quoting and (or) paraphrasing references in studies and research papers, it is recommended to follow the international quotation rules APA. The quotation style of the American Psychological Association (APA) is commonly used in psychology, anthropology, educology, management, and other social sciences. The latest version of the APA citation style is abbreviated as APA 7th edition, which is based on *the Publication Manual of the American Psychological Association 7th edition* (2020).

There are several ways of using information from sources:

- **quote** (when a specific phrase in the text of the source of information is repeated exactly);
- **paraphrasing** (when the phrase of the information source is retold in other words, the thoughts of another author are reformulated, changing the vocabulary and the order of the words).

4.1 Quoting and Paraphrasing

Quote is an exact excerpt from one text in another text, usually enclosed in quotation marks. Quotation is used when the original words, sentences, their parts, and sometimes paragraphs are especially important. Written works may contain quotations which are the size of a sentence, several sentences or a paragraph. Literal quotes must be limited, no mor than 40 words. If certain parts of the text (sentences, words) are omitted from the quotation, the missing places must be marked with angle brackets <...>.

The text quoted literally cannot be distorted, it must be presented exactly as it is written in the original work, including punctuation, even grammatical errors.

The source and the author of the quotation must be indicated in the quotation, if it is

indicated in the work from which the quotation is taken. When quoting a specific source or using a quotation, the quotation must include the author's surname (if the author is not noted, the title of the publication), the year of the publication and the page (paragraph or line number), e. g. (Šarlauskienė, 2015, p. 12).

The quotations are presented in various ways in the text::

„Turizmo vietovė – tai lankytojams patinkanti vieta, kurioje siūloma pramogų, teikiamos apgyvendinimo ir aptarnavimo paslaugos" (Arimavičiūtė, 2016, p. 227).

or

Pušinaitė states that „dažnai darnios inovacijos yra sutapatintos su ekoinovacijomis" (2015, p. 127).

or

„Dažnai darnios inovacijos yra sutapatintos su ekoinovacijomis" (Pušinaitė, 2015, p. 127).

When referring to the author, certain words or phrases are often used in a sentence: *according to*, *as the author states*, *the author claims that* and so on. It should be noted that the names of the authors of the sources quoted are given in the original language, i. e., as given in the list of references, e.g. Velasquez, Горяев, Navrátilová

Information can also be requoted (when the primary source cannot be quoted, the secondary one is quoted). Only a source that cannot be obtained and that is very important for the topic under analysis can be requoted. When requoting a source, the original author of the quoted text is indicated, and the reference writes "quoted according to" and the secondary source from which the quotation is taken is indicated, e. g., Ball states that "lojalus darbuotojas – tai darbuotojas, kuris žino organizacijos vertybes ir joms pritaria, jomis vadovaujasi priimdamas sprendimus" (quoted according to Veršinskienė and Večkienė, 2007). It is recommended to use primary (original) references in the works.

Attention should be paid to the punctuation of the quotes. End-of-sentence punctuation marks at the end of a sentence are proceded by closing quotation marks., e. g., The State Strategy for Education 2013–2022 (2013, item 20.1) states that „švietimas turi atverti ir siūlyti įvairias mokymosi galimybes, padedančias žmogui tobulinti gebėjimus remiantis kvalifikacijomis ir visapusišku savęs tobulinimu." However, when a symbolic title or short quote is quoted at the end of a sentence (not a quote sentence!), the full stop is written after the quotation marks, e. g., The Bernardines invite you to join the campaign „Kalėdinė sriuba".

Paraphrasing is conveying basic information from sources in your own words and in your own style, but without distorting the original essence. Paraphrasing is the most commonly used quotation method when summarizing a text from one or more sources. When paraphrasing, it is

necessary to distinguish the thoughts of another author from your own comments, various phrases can be used for this: *From the point of view of the scientist ..., As he/she states ..., As he/s claims ..., In summary ..., According to ...*

Even when summarizing the text read, it is mandatory to indicate the source on which the part of the text was based. When conveying the text in your own words, the name of the author and the year of publication must be indicated, the page should not be indicated.

4.2. In-text citations and bibliographic list of references

The APA citation style uses a system of *"author-date"* and *parenthetical referencing*.

In-text references to the cited document shall be made in curly brackets and shall include **the name of the author and the year of publication** (in the absence of the author, the title of the publication shall be indicated). The year of publication must be separated by a comma, e.g. (Jonaitis, 2017), (The Lithuanian Department of Statistics, 2019). The year should not be repeated, when the author is mentioned for the second and subsequent times in the same paragraph.

If the author is already mentioned in a sentence, it is no longer required to repeat his or her surname in brackets (parentheses), it is enough to indicate the year of publication, for example, according to Majauskienė (2000), it is a very important achievement.

If a specific part of the source is quoted or an exact citation is given, **the source page** (paragraph or exact line) must also be indicated in the reference, e.g. (Cechavičius, 2008, p. 332).

If there are **2 authors** mentioned in the cited document, their both surnames should be given in parentheses, joined by the conjunction **"ir"** when describing a Lithuanian source, e.g. (Samuilova ir Lieponienė, 2018) or hyphen *"&"* when describing an English source, e.g. (Kenneth & Traver, 2019).

If there are **between 3 to 5** authors mentioned in the document, it is a must to indicate all surnames when quoting the authors for the first time. In such case the first citation must be followed by the surnames, with the conjunction "ir" preceding the last name, and the first author's last name followed by "ir kt." thereafter. For example, (Lukošius, Erminas, Alšauskas ir Gotautienė (2020), when *reference is given for the first time*; (Lukošius ir kt., 2020), *when referenced for the second and subsequent times*. When describing an English source, „et al" must be used accordingly. For example, (Harrison, Van Hoek & Skipwort, 2018) when reference is given for the first time; (Harrison et al., 2018), when *referenced for the second and subsequent times.*

If there are **6 or more authors** in the document, the name of the first author and "ir kt." must be indicated in all references when describing the source in the Lithuanian language, and „et al", when describing an English source. For example, (Viržonis ir kt., 2020), (Edwards et al., 2020).

Authors' innitials must be also indicated in the references, when quoting texts **of**

different authors whose surnames coincide, e.g. (J. Kazlauskienė, 2017), (L. Kazlauskienė, 2015).

If the cited source is **an edited or compiled book**, the surnames of the editors/compilers are used instead of the authors.

If **there is no author of the literature source**, the title of the source and the year of publication, e.g. (Lithuanian Department of Statistics, 2020), should be mentioned in the reference instead.

If the document was produced by a group author (institution, association, etc.), the full name of the group and a shortened version of the group's name in square brackets should be given in the first citation of the reference, while the shortened group's name should suffice for subsequent citations, e.g, (Vytautas Magnus University [VMU], 2019), (Organisation for Economic Co-operation and Development [OECD], 2010) *(first reference);* (VMU, 2019), (OECD, 2010) *(second and subsequent references).*

If there is **no any author** mentioned in the document, the title and the year *(Labour Code of the Republic of Lithuania*, 2020) or the first 2-5 words of the title (*Vilnius Regional Court...*, 2014) should be written in brackets.

Titles of books, journals, newspapers, and reports are written in italics and titles of articles, chapters, or web pages are enclosed in quotation marks, for example, (*Sveikos mintys*, 2017), („Pratarmė", 2014).

Detailed examination of various sources sometimes leads to a discovery that different authors or groups of authors present the same or similar ideas and thoughts. In this case, references to all the sources referred to are given at the end of the paragraph of the text. When referencing different literature sources by multiple authors, the surnames of the authors and the year of publication are separated by a semicolon, e.g. (Freedman, 2012; Garcia, 2014; Warnakulasuriya, 2010). Authors are listed in alphabetical order (according to the first author's surname from the source literature). If the source literature does not contain any authors, sources are listed by title, e.g. (*Constitution of the Republic of Lithuania,* 2016; "Pratarmė", 2014).

When citing or referring to **a legal act or law** as a source literature, the full title of the act or law shall be written if it does not exceed five words; if it does, the reference shall be shortened to three words and the plural shall be added. When referring to a legal act, the words 'Republic of Lithuania' or the abbreviation 'LR' shall not be used, except for the Constitution of the Republic of Lithuania.

When **tables, figures, and formulae** from other sources of literature are included in the written academic paper, the sources must also be referenced at the end of the titles. In cases, when tables and figures are modified and compiled relying on literature sources, the end of their title should indicate that it was compiled by the author according to the literature sources. For example, (compiled

according to Gižienė, 2012; Arimavičiūtė, 2010; Sakalas, 2010).

More information about APA citation style can be found on https://apastyle.apa.org/.

4.3 Compiling a bibliographic list of references

All information sources cited in the academic paper must be listed in the reference list. Accordingly, all sources cited in the reference list must be mentioned in the body of the academic paper. The list of references is provided on a separate sheet after the conclusions and recommendations under the heading LIST OF REFERENCES.

All references are numbered. Bibliographical descriptions of the sources are given in alphabetical order according to the authors' surnames, or, in the absence of authors, in order according to the titles of the sources. If the title of an unattributed source begins with an article (a, an, the, der, etc.), the source shall be ordered in the reference list according to the title's second word. Where the list includes multiple works by the same author, they are listed in ascending chronological order by publication date, e.g. 2010, 2015, 2018, etc. Different works by the same author published in the same year are listed in alphabetical order by title, but with the letters a, b, c, etc. added to each year, e.g. Longo, V. (2019a).

Sources written in Lithuanian and other languages of the Latin alphabet (English, German, French, etc.) are listed first, followed by sources written in Cyrillic script (e.g. Russian) in alphabetical order. All sources of information in the reference list shall be in the original language.

Books are described by author(s), year, title (in italics) and publication details (city and publisher), in accordance with the APA citation-style reference list rules. Titles of books, book chapters and other larger works (films, albums, etc.) shall be in italics. In Lithuanian titles, the first word of the subtitle following a colon or hyphen is lowercase, while in English titles it is capitalised, e.g. in Lithuanian *Lietuvos finansinio audito sistema: praeitis, dabartis, perspektyvos: monografija*, in English *Communicating project management: A participatory rhetoric for development teams*. If the title of an English-language source of information is made up of hyphenated words, all words are capitalised, e.g. *Natural-Born-Cyborgs*.

Electronic books are described in the same way as printed books, with the addition of the book's DOI number (the DOI number is *a digital object identifier*) at the end of the description. If the book does not have a DOI number, it will say "Accessed via the Internet", followed by a colon and a web link. The DOI number takes precedence. Neither the database where the electronic resource was found nor the date on which the source was consulted need to be specified.

When describing articles in journals, newspapers and other periodicals, the author of the article, the year of publication, the title of the article, the title and number of the periodical, and

the pages of the article shall be indicated. The title of the periodical and the volume number shall be in italics The title of the journal shall be followed by a comma and the volume number shall be written in italics without using any abbreviations (vol., vol., no., issue, etc.). If the journal is double-numbered, the number of the volume shall be written in brackets after the volume number in a non-italic font. When referring to the pages of an article, only numbers are used, separated by a hyphen without spaces. E.g. Gustainienė, L., Pranckevičienė, A., Bukšnytė-Marmienė, L. ir Genevičiūtė-Janonienė, G. (2014). Darbuotojo gerovė ir pozityvi darbo aplinka: integruotas teorinis modelis. *Organizacijų vadyba: sisteminiai tyrimai, 69*, 37–52.

The title of the periodical should be given as written by the publisher. When writing periodical titles in English, all main words in the title should be capitalised. E.g. Martino, L., Cassese, F. P., Viscione, I. „&" D'Isanto, T. (2019). Diversity as a starting point for "adapted sport". *Journal of Human Sport and Exercise*, *14.* DOI: 10.14198/jhse.2019.14.Proc4.72

Electronic periodicals are described in the same way as print periodicals, with the addition of an access link at the end of the description. If the publication has a DOI number, it is given at the end of the description, without the notation "Accessed via the Internet".

If the source is a web page, a page of a web page, a document on the Internet, the bibliographic description of the source must contain the following elements: the author, the title of the document (web page), the date of creation and an interactive link. If there is no author, the bibliographic description starts with the title of the document.

If the date of creation of the document is not known, we write "n.d." in brackets after the document name, e.g. Hand, B. (n.d.). *All about artificial sweeteners: The lowdown on zero-calorie sugar substitutes.* Available online: http://www.sparkpeople.com.

If the bibliographic description ends with a web link, there is no need to put a full stop at the end. If a journal article has a **DOI number**, it appears at the end of the bibliographic description and is not followed by any punctuation.

Examples of descriptions of sources in the reference list and in-text citations are given in Annex 6.

APPROVED

Academic Council of AK

Minutes No V3-37

7 October 2014

Academic Council of AK

Decision of the Minutes No V3-7

19 January 2022

(since 1 February 2022) edition

ANNEXES

Example of a title page for an academic paper

ALYTAUS KOLEGIJA   16
TITLE OF THE FACULTY   16
TITLE OF THE DEPARTMENT 16
(supervising the study programme)

10 intervals 16

NAME SURNAME   12
YEAR OF STUDIES (I-IV), STUDY FORM (full-time/part-time)   12
FULL TITLE OF THE STUDY PROGRAMME 12
1 interval 12
TOPIC OF THE ACADEMIC PAPER (specific title)
1 interval 12
Academic paper (review report, control work, internship report)

11 intervals 12

T4 (2,2 cm)   Checked by 12
                                               Position Name Surname 12

14 intervals 12

ALYTUS, 2021

Example of a title page for a project work

ALYTAUS KOLEGIJA   16
TITLE OF THE FACULTY   16
TITLE OF THE DEPARTMENT 16
(supervising the study programme)

10 intervals 16

NAME SURNAME   12
YEAR OF STUDIES (I-IV), STUDY FORM (full-time/part-time)   12
FULL TITLE OF THE STUDY PROGRAMME 12
1 interval 12
TOPIC OF THE PROJECT WORK (specific title)
1 interval 12
Project work

11 intervals 12

T4 (2,2 cm)   Checked by 12
                                                Position Name Surname 12

14 intervals 12

ALYTUS, 2021

Example of the first title page for a graduation thesis

ALYTAUS KOLEGIJA   16
TITLE OF THE FACULTY   16
TITLE OF THE DEPARTMENT 16

10 intervals 16

NAME SURNAME   12

3 intervals 12

TOPIC OF THE GRADUATION THESIS (SPECIFIC TITLE) 16
1 interval 12
Graduation thesis   12

11 intervals 12

T4 (2,2 cm)

Checked by 12
Position Name Surname 12

14 intervals 12

ALYTUS, 2021

Example of the second title page for graduation thesis

ALYTAUS KOLEGIJA   16
TITLE OF THE FACULTY   16
TITLE OF THE DEPARTMENT 16

6 intervals 12

T5 (2,2 cm)

AUTHORISED TO DEFEND 12
Head of the department

2 intervals 12

....
Name Surname

5 intervals 12

TOPIC OF THE GRADUATION THESIS (SPECIFIC TITLE) 16

2 intervals 16
Graduation thesis   16

6 intervals

Graduate   Name Surname 12
                                  (signature)
Supervisor   Name Surname
                                  (signature)
Reviewer   Name Surname
                                  (signature)

ALYTUS, 2021

Methodological requirements for the preparation of
independent academic papers at AK
Annex 5

Example of a content sheet

TABLE OF CONTENTS

Methodological requirements for the preparation
of independent academic papers and graduation
theses at AK
Annex 6

LIST OF REFERENCES ACCORDING TO APA QUOTATION RULES

Source	Examples	Reference in the text
Boks and their chapters		
One author	Stanišauskienė, V. (2016). *Dalykinė komunikacija.* Kaunas: Technologija.	(Stanišauskienė, 2016)
	Gedvilė, A. (2019). *Pasyvios ir aktyvios metodikos laikysenai koreguoti.* Leidykla: Vitae litera.	(Gedvilė, 2019)
Two authors	Samuilova, A. ir Lieponienė, J. (2018). *Programos STEKAS PLIUS praktinis taikymas: studijų knyga.* Vilnius: BMK leidykla.	(Samuilova ir Lieponienė, 2018)
	Batarlienė, N. ir Jarašūnienė, A. (2021). *Intelektinės technologijos transporte.* VGTU leidykla: Technika.	(Batarlienė ir Jarašūnienė, 2021)
	Holland, J. & Leslie, D. (2018). *Tour operators and operations: Development, management and responsibility.* Wallingford, Oxfordshire: CABI.	(Holland & Leslie, 2018)
Three–five authors	Ginevičius, R., Grybaitė, V., Lapinskienė, G. ir Peleckis, K. (2016). *Verslo kūrimo ir plėtros projektavimas: teorija ir praktika.* VGTU leidykla: Technika.	(Ginevičius, Grybaitė, Lapinskienė ir Peleckis, 2016) (Ginevičius ir kt., 2016)
	Heinze, A., Fletcher, G., Rashid, T., & Cruz, A. (2020). *Digital and social media marketing: a results- driven approach.* Abingdon: Routledge. Note. The last name is preceded by the conjunction "ir", describing the source in English - "&".	(Heinze, Fletcher, Rashid & Cruz, 2020) (Heinze et al., 2020) Note. If there are from 3 to 5 authors, it is necessary to indicate all surnames when quoting for the first time, the last surname is preceded by the conjunction "ir", then the surname of the first author and "ir kt.." are sufficient. "&" and "et al."are respectively, used to describe the source in English .
More than five authors	Cohen, V., Kasnauskienė, G., Miškinis, A., Dzemydaitė, G., Urbšienė, L., Melnikas, B., . . . Agnė Laužadytė-Tutlienė, A. (2020). *Ekonomikos modernizavimas. Iššūkiai. Problemos. Sprendimai.* Vilnius: Vilniaus universiteto leidykla. Note. The name of the sixth author is followed by a comma and three full stops separated by spaces, then the last author is written. The bibliographic	(Cohen ir kt., 2020) Note. If there are 6 or more authors in the document, the name of the first author and "ir kt." must be indicated in all references describing the source prepared in Lithuanian, in English - "et al.".

	description shall indicate a maximum of seven authors.	
Book of additional publication	Gimžauskienė, E., Večerskienė, G., Varaniūtė, V., Klovienė, L. ir Zaukas, G. (2021). *Valdymo apskaitos praktinės užduotys: mokomoji knyga* (2-oji patais. ir papild. laida). KTU: Technologija. DOI 10.5755/e01.9786090217399.	(Gimžauskienė ir kt., 2021)
	Požėrienė J., Ostasevičienė, V., Rėklaitienė, V. Pokvytytė, V., Venckūnienė, K., Selickaitė, D., Piečaitienė, J. (2020). *Ligonių ir neįgaliųjų masažas* (3-ias leidimas). Lietuvos sporto universitetas.	(Požėrienė ir kt. 2020)
	Tracy, S. J. (2020). *Qualitative research methods: Collecting evidence, crafting analysis, communicating impact* (2nd edition). Hoboken (N. J.): Wiley-Blackwell.	(Tracy, 2020)
A book whose author is an organization or a group	Lietuvos bankas. (2018). *Lietuviškos kolekcinės ir proginės monetos (1993–2018).* Vilnius.	(*Lietuvos bankas*, 2018)
	OECD. (2020). *OECD Business and Finance Outlook 2020: Sustainable and Resilient Finance.* Paris: OECD Publishing, https://doi.org/10.1787/67289eb2-en	(OECD, 2020)
A book prepared by the compiler or editor	Norkus, A. (sud.). (2018). *Diabetinė nefropatija.* Kaunas: Medicininės informacijos centras.	(Norkus, 2018)
	Galinienė, G. ir Deveikis, S. (red.). (2012). *Viešieji ir privatūs aktyvai: transformacijų, efektyvaus naudojimo ir vertinimo aspektai: konferencijos, vykusios Vilniuje, Vilniaus universitete 2012 m. spalio 19 d., mokslo darbai.* Vilnius: Vilniaus universitetas.	(Galinienė ir kt., 2012)
	Agarwal, S. et al. (Eds) (2018). *Special interest tourism: Concepts, contexts and cases.* Wallingford, Oxfordshire: CABI.	(Agarwal, 2018)
	<u>Note</u>. If the quoted source is an edited or compiled book, the names of the editors / compilers are written in place of the authors. They are followed by a full stop and the abbreviation "ed." or "compiler" is written in parentheses. If the book was prepared by more than two compilers or editors, only the name of the main compiler may be indicated and the words "ir kt.." may be added, in English sources - "et al."	

Part of a book (chapter or article)	Dubonis, A. (2013). Kas buvo aukštaičiai Lietuvoje XIII-XV amžiais? In *Ministri historiae: pagalbiniai istorijos mokslai Lietuvos Didžiosios Kunigaikštystės tyrimuose* (p. 93–107). Vilnius: Lietuvos istorijos institutas. Pučėtaitė, R. (2015). Organizacijų etikos samprata ir jos efektyvumo prielaidos. Iš R. Pučėtaitė, A. Novelskaitė ir R. Pušinaitė (sud.). *Organizacijų etika, novatoriškumas ir darniosios inovacijos: monografija* (p. 24–40). Vilnius: Akademinė leidyba. Note. This order of description is used for articles or chapters in monographs, encyclopedias, collections of articles, or conference proceedings. The title of the article is written in normal (not italic) font. A full stop is placed after the heading of the paragraph, the prefix "From" is written	(Dubonis, 2013, p. 93–107) (Pučėtaitė, 2015, p. 24–40)
	(when desribing references in English – „In"), the editors of the book are indicated (if any), the title of the book is written in italics, and then the page spacing of the book section is given in parentheses. When describing an article or chapter of a book, the initials of the author of the book are written before the surname, which is not separated by a comma.	
Multivolume publications	Antanavičius, J. (red.). (2000). *Muzikos enciklopedija* (T. 1–3). Vilnius: Lietuvos muzikos akademija.	(Antanavičius, 2000)
Electronic book online	Šilingienė, V. ir Stukaitė, D. (2020). *Lyderystės kompetencijos raiška Lietuvos organizacijose: mokslo studija.* KTU: Technologija. DOI 10.5755/e01.9786090217207 FitzGerald, B., Stol, K., Minör, S. & Cosmo, H. (2017). *Scaling a software business: The digitalization journey.* Switzerland: Springer Nature. DOI:10.1007/978-3-319-53116-8	(Šilingienė ir Stukaitė, 2020) (FitzGerald, Stol, Minör & Cosmo, 2017)
Electronic book in databases	Grebow, D. & Gill, S. J. (2018). *Minds at work: Managing for success in the knowledge economy.* Alexandria, VA: Association For Talent Development. Prieiga per EBSCOhost: http://search.ebscohost.com/login.aspx?direct=true &db=nlebk&AN=1625438&site=ehost-live Note.When describing a book from a database, the active link is preceded by the name of the database. It should be written: "Access via", database name and reference.	(Grebow & Gill, 2018)
Part, chapter or article of an electronic book	Simanavičienė, Ž., Pocius V. ir Simanavičius, A. (2017). Ekonominis saugumas ir šalies konkurencingumas. In *Visuomenės saugumas ir darni plėtra: Visuomenės saugumo aktualijos ir probleminiai klausimai.* Access via Internet: https://ebooks.mruni.eu/product/visuomens-saugumas-ir-darni-pltra-saugumo-aktualijos-probleminiai-klausimai	(Simanavičienė, Pocius ir Simanavičius, 2017)
Description of periodicals in the lis of references		

Articles in scientific journals	Kamberidou, I., Bonias, A. & Patsantaras, N. (2019). Sport as a means of inclusion and integration for „those of us with disabilities". *European Journal of Physical Education and Sport Science*, *5* (12), 99–128.	(Kamberidou, Bonias & Patsantaras, 2019)
	Sijūnienė, A. ir Švagždienė, M. (2020). Pacientų po širdies operacijų su dirbtine kraujo apytaka pasitenkinimas sveikatos priežiūros paslaugomis. *Slauga. Mokslas ir praktika T. 1 Nr. 7* (283), 3–9. Prieiga per internetą: https://www.zurnalai.vu.lt/slauga/article/view/19114.	(Sijūnienė ir Švagždienė, 2020)
	Liu, X. & Liu, Z. (2014). Investigation of the energy separation effect and flow mechanism inside a vortex tube. *Applied Thermal Engineering, 67* (1), 494506. https://doi.org/10.1016/j.applthermaleng. 2014.03.071	(Liu & Liu, 2014)
Article in a popular or professional magazine	Katkevičius, A. (2018, birželis). Nuo ego sistemos – prie ekosistemos. *Verslo klasė, 3,* 24–29.	(Katkevičius, 2018)
Artcle from databases	Briegel, J. (2019). The effects of the tax cuts and jobs act on small businesses. *Journal of Financial Service Professionals, 73*(1), 48–55. Prieiga per EBSCOhost: http://search.ebscohost.com/login.aspx? direct=true&db=bth&AN=133676643&site=ehost-live Note. The active link is preceded by the database name. It should be written: "Access via", database name and reference.	(Briegel, 2019)
Description of other information sources in the list of references		
Legal acts	Lietuvos Respublikos darbo kodeksas (2021). rAccess via Internet: https://www.e-tar.lt/portal/lt/legalAct/f6d686707e7011e6b969d7ae07280e89/asr Note. The year of the most recent (current) version of the document is indicated.	(Lietuvos Respublikos darbo kodeksas, 2021)
Government documents	*Valstybinė švietimo 2013–2022 metų strategija* (2014). Vilnius: Švietimo ir mokslo ministerijos Švietimo aprūpinimo centras.	(Valstybinė švietimo 2013–2022 metų strategija, 2014)
Master's theses, dissertations and theses online (in databases)	Kairys, A. (2010). *Laiko perspektyva: sąsajos su asmenybės bruožais, amžiumi ir lytimi* (daktaro disertacija, Vilniaus universitetas). Prieiga per eLABa: https://vk.lvb.lt/primo-explore/fulldisplay?Docid =ELABAETD1737777&context=L&vid=VK&search_s cope=LABTALL&isFrbr=true&tab=default_tab &lang=lt_LT	(Kairys, 2010)
Published article of a conference	Lipinskis, T. ir Bleizgys, V. (2016). Šešių fazių dažninės pavaros eksperimentinis tyrimas. In *Lietuvos jaunųjų mokslininkų konferencija „Mokslas – Lietuvos ateitis".* *Elektronika ir elektrotechnika,* 339–344. Vilnius: Technika.	(Lipinskis ir Bleizgys, 2016)

| Website information whose author is an organization | Lietuvos bankų asociacija. (n. d.) Nuostatų dėl pinigų plovimo prevencijos išaiškinimas. Prieiga per internetą: https://www.lba.lt/lt/nuostatu-del-pinigu-plovimo-isaiskinimas

Note. If the year of issue is not known „n. d.“ is written in brackets. | (Lietuvos bankų asociacija, n. d.) |
|---|---|---|
| Document or report online | Lietuvos Respublikos teisingumo ministerijos 2019 metų veiklos ataskaita (2020). Access via Internet: https://tm.lrv.lt/uploads/tm/documents/files/TM%20201 9%20metu%20veiklos%20ataskaita.pdf | (Lietuvos Respublikos teisingumo ministerija, 2020) |
| Tinklaraščio pranešimas Blog post | Ažugiridienė, G. (2018 m. spalio 10 d.). Maitintis sveikai yra paprasta [Blog post in the Internet]. Access via Internet: http://guodos.pastebejimai.lt/2018/10/10/geriau-tegu-maistas-jungia-ne-skiria/ | (Ažugiridienė, 2018) |
| Graphical data (interactive maps, etc.) | *Klaipėdos miesto savivaldybės aplinkos monitoringo informacinė sistema*. (2018). [Graph, data of 2004–2012]. *Zooplanktono biomasė*. Acess via Internet: http://www.monitor. ku.lt/index .php?m =vgraph | (Klaipėdos miesto savivaldybės..., 2018) |
| Computer software or downloadable software | *Automated trading bot* [Computer software]. (2018). Vilnius: Blockchain analytics.

Smith, J. (2014). Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat. Access via Internet: http://www.comprehensive.com | (Automated trading bot, 2018)

(Smith, 2014) |
| Mobile app | *Skyscape*. (2013). Skyscape Medical Resources (Version 1.17.42) [Mobile application software]. Access via Internet: https://www.apple.com/itunes/ | (Skyscape, 2013) |

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