

**1.5. MASTER'S RESEARCH WORK** is an integral part of the academic research previewed in the Master study program. This is an independent work investigating a specific selected scholarly or practical issue in the field of communication or information science. The objective of the Master's research work is to expand or to give more depth to certain knowledge in the fields of communication and information sciences, to develop the skills of critical interpretation of the works in the relevant academic field, to deal with academic issues of the theoretical or practical nature, and to conduct academic research of specific areas of information and communication sciences.

Master students write one or more works of academic research (as previewed in the corresponding study program). The preparation of these works is an integral part of the preparation of the final Master's thesis; therefore, it is highly recommended that the topics of the research papers of the second and any other semesters should be related with the preliminary topic of the Master's thesis. The continuity of Master's research works and their interrelation with the Master's thesis determines the nature of these works, i.e., they cannot be of the applied nature (except for methodology works). The text of the Master's thesis cannot coincide with the text of any previous academic research paper of the same author which has been assessed with a mark.

The volume of the Master's research work is 60,000–70,000 symbols including spaces; annexes are not counted (regarding the font and spaces between lines, see Subchapter 4.2 *Text formatting and the visual presentation of written papers*). **Considering the number of visual materials (figures, charts, etc.), deviations not exceeding 5 percent are allowed. Any work not conforming to these requirements is deemed to be given negative assessment by default.**

#### **Requirements for the structural parts of Master's research works:**

**The title page** is formatted as outlined in *Annex 1*; instead of the heading *Bachelor's / Master's thesis*, it is required to write *Master's Research Work*.

**The copyright page** presents the bibliographic description of the work\*; in parallel, its title in a foreign language is presented (here and anywhere further, the English language is advisable) along with four key words (in Lithuanian and in a foreign language) and the summary of the work (parallel texts in Lithuanian and in a foreign language). The volume of the summary in Lithuanian and in a foreign language is up to 1,000 symbols per language.

**The list of contents** reflects the structure of the work in detail by submitting a list of the headlines of the parts of the paper with the indication of their pages. Structural parts

\* *Description example*: Muziejų skaitmeninių kolekcijų prieinamumas : panardinančioji realybė [Accessibility of the Digital Collections of Museums : the Immersing Reality] : Master's research work / Name Surname ; supervisor Prof. Dr. Name Surname ; Vilnius University. Faculty of Communication. – Vilnius, 2022. – 35 p. (45,000 symbols) : tables. – Summary in Lithuanian. – Bibliogr.: pp. 34–35 (20 titles).

are singled out in the text – these are chapters, subchapters and paragraphs. They must possess titles (headlines) and be included in the List of contents. The titles must be concise and unambiguous. They must reflect the essence of the issue under investigation and the content of the structural part. Structural parts of the Master's research work are numbered in Arabic numerals (see *Annex 2*). A list of abbreviations (if required), the Introduction, Conclusions and Recommendations, the List of bibliographic references and Annexes are indicated as independent structural parts which are not numbered.

**The list of abbreviations** presents all the abbreviations and shortenings used in the work (signs, symbols, units and terms), and their meanings are explained. Abbreviations in a foreign language are explained in the original language as well as in Lithuanian. The list of abbreviations may be not required if the paper uses fewer than 20 abbreviations and if the condition that none of them is used in the text three times or more is fulfilled. In this case, the abbreviation is 'deciphered' when being used for the first time.

**The introduction** presents the academic issue explored in the paper, defines the relevance of the researched topic, discusses the fundamental research in this area in a generalized way, introduces the object of the research, its aim and tasks, outlines the methods of academic research and introduces the structure of the paper.

**The main body**, while considering the tasks outlined in the introduction, presents the materials assembled in the course of the research. This structural part is divided into chapters, subchapters and paragraphs. Each chapter is concluded with generalizations.

**The conclusions**, without repeating the generalizations concluding each chapter, outline and list the main results of the Master's research. The conclusions must be based on the explored material, be concise and avoid deviation from the tasks outlined in the introduction of the work.

**The list of bibliographic references**, while conforming to the appropriate requirements, presents the bibliography descriptions of all the documents of academic literature quoted, rephrased or otherwise mentioned (either printed documents, or manuscripts, e-documents, etc.) in the paper (see Chapter 6 *Reference in text*).

**Annexes** contain valuable additional materials supplementing the body of work (publications of the important primary sources (with comments), extensive tables, figures, illustrations and other visual materials, examples of questionnaires, materials of surveys, etc.).

#### **Criteria of the assessment of Master's research works:**

- analysis of the most relevant scholarly literature, sources (if applicable), referring, rephrasing, interpretation;
- extensiveness of the analysis of the research object from the theoretical/empirical/methodological points of view, interpretation of the research data;

- outline of logically and consistently obtained conclusions which are coherent, independently developed and based on the data sourced from academic analysis of the research subject;
- skills oriented towards academic communication, level of the academic (meta-) language (presentation of the work, the quality of the multimedia presentation, the defense of the statements\*).

The completed work must be uploaded in VUSIS by the student prior to the deadline of uploading. Before assessing the work, computer check of the independence of the performed work is conducted. **Plagiarized works or any other works which were prepared in any other dishonest way are deemed to violate the principles of academic integrity and are thus not assessed at all.**

\* In the cases when the work is admitted for defense.

**2.2. MASTER'S THESIS** is a qualification-awarding work of the analytical nature which is prepared independently and is an original work investigating some branch of the science field of communication and information sciences.

Master's theses may be *historiographical, theoretical or methodological*. In historiographical master theses, historical materials related with a particular branch or subject of communication or information sciences, or with some scientific or practical problem are analyzed and assessed (thus, sources and historiography are dealt with), or else new empirical data independently gathered, processed and analyzed by the student is presented, or a new interpretation of the trends in the researched branch of science, subject, issue/problem is suggested, a novel type of causality is provided, etc.

Theoretical master's theses discuss, analyze and assess all the key academic literature pertaining to a specific branch, subject, academic or practical issue/problem of communication and information sciences, a novel interpretation of scientific theories, concepts, constructs, models, etc. is suggested, the theory of the sciences is supplemented with newly mined data, or new empirical data amassed, processed and analyzed by the student is presented, secondary analysis of the data is conducted (these are theoretical empirical works). Methodological Master's theses discuss, analyze and assess the (general) methodology of the academic cognition process of some branch of communication and information sciences; academic literature and sources related with the methods and techniques of the investigation of some academic methods of research of some scientific or practical problem are explored; the process of scientific cognition, its constituent elements, stages, etc. within the framework of some branch of communication and information sciences is analyzed; the fundamental academic research as well as its methodology is explored and critically assessed; novel methods of research are suggested, or already known methods are employed in novel ways or are otherwise innovated; novel interpretations for scientific theories, concepts and models are offered by presenting innovative methods, techniques or new data; new empirical data is provided by the student which has been independently amassed, processed and analyzed by the student as a result of the application of previously known or innovative methods of research, etc.

**Master's thesis cannot be of the descriptive and/or overview nature.** It must be analytical, based on independent scientific or applied research. Research may pursue a variety of objectives: it may be used to supplement the already existing knowledge of the sciences pertaining to the field of communication and information (fundamental research), or else research may help to provide answers to the questions arising in the practical activity (applied research).

Master's thesis must conform to the current level of science, and the requirement of novelty is mandatory for this type of work. This type of paper must investigate new factors, phenomena and trends, already known statements may be generalized by adopting novel academic attitudes or undertaking new academic points of view, etc.

The object of research of a master's thesis as an individual academic study must be related with the theory and practice of some specific branch within the sciences of communication and information; therefore, it is advisable that the topic of a master's thesis should fall within the curriculum of the Master studies which the graduating student has covered. Master's theses are prepared in a systematic way, and the master student is expected to conduct science research work throughout the entire period of his/her Master studies.

The aim of a Master graduation paper is to expand or provide more depth to the knowledge of some specific branch of communication and information science and/or its particular subjects, to develop analytical skills of independent search for scientific literature and sources, to evaluate scholarly works of the related direction(s), to deal with scientific issues of the theoretical and/or applied nature, to conduct research in specific sciences falling within the sphere of information and communication, to describe the research appropriately, to provide clear and well-grounded conclusions of the research, to develop analytical skills and abilities oriented towards academic discussion, argumentation and communication.

The volume of a master's thesis is no less than 120,000 symbols including spaces; annexes are not counted; (regarding the font and spaces between lines, see Subchapter 4.2 *Text formatting and the visual presentation of written papers*). **Considering the number of visual materials (figures, charts, etc.), deviations not exceeding 5 percent are allowed.** It is advisable not to exceed the volume of 150,000 symbols.

### **Requirements for the structural parts of Master's theses:**

**The title page** is formatted as outlined in *Annex 1*.

**The copyright page** presents the bibliographic description of the work\* and features the title versions in Lithuanian and in a foreign language, the key words (listed in the order of importance) and summaries in Lithuanian and in a foreign language. It is advisable to use the English language. The volume of each summary is up to 3,000 symbols.

**The summary** in a foreign language must feature: the title of the Master graduation thesis, the name and surname of the author, the word "Santrauka" (Summary) and a concise overview of the graduation thesis which would outline its relevance, the object of the research, the aim and tasks of the research, the employed methods and the obtained results. It is recommended to write the summary in English.

**The list of contents** reflects the structure of the work in detail by submitting a list of the headlines of the parts of the paper with the indication of their pages. Structural

\* *Description example*: Viešieji interesai Lietuvos žiniasklaidos darbotvarkėje [Public Interests in the Agenda of Lithuanian Mass Media]: Master's thesis / Name Surname ; supervisor Prof. Dr. Name Surname ; Vilnius University. Faculty of Communication. – Vilnius, 2022. – 70 p. (140,000 symbols) : lent. – Summary in Lithuanian. – Bibliogr.: pp. 69–70 (76 titles).

parts are singled out in the text – these are chapters, subchapters and paragraphs. They must possess titles (headlines) and be included in the List of contents. The titles must be concise and unambiguous. They must reflect the essence of the issue under investigation and the content of the structural part. Structural parts of the academic research work are numbered in Arabic numerals (see *Annex 2*). A list of abbreviations (if required), the Introduction, Conclusions and Recommendations, the List of bibliographic references and Annexes are indicated as independent structural parts which are not numbered.

**The list of abbreviations** presents all the abbreviations and shortenings used in the work (signs, symbols, units and terms), and their meanings are explained. Abbreviations in a foreign language are explained in the original language as well as in Lithuanian. The list of abbreviations may be not required if the paper uses fewer than 20 abbreviations, and the condition that none of them is used in the text three times or more is fulfilled. In this case, the abbreviation is ‘deciphered’ when being used for the first time.

**The introduction presents the academic issue explored in the paper**, defines the relevance of the researched topic, discusses the fundamental research in this area in a generalized way, introduces the object of the research, its aim and tasks, outlines the methods of academic research, introduces the structure of the paper and generalizes on the academic and practical value of the conducted research.

When grounding *the relevance of the research topic and the investigation in general*, the problem area of the topic is discussed, and the problem of the particular academic research is introduced along with the level of cognition of the research object and the need for academic and/or practical/field investigation which is required for the purposeful cognition and exploration of the object of academic research.

The graduation works of the second level of studies of communication sciences involves the research of the *problems* of these sciences in general or their particular segments by employing the concepts of communication sciences as well as the concepts and methods of other sciences. The manifested problems ground the need for academic research and demonstrate the relevance and benefits of the academic research. The relevance of academic research may be assessed in terms of different aspects: social, practical, pertaining to the trend/direction/segment of the research, etc.

*The novelty of the topic of research* is demonstrated by the theoretical level of cognition of the problem of research and its practical relevance. When introducing the level of exploration of the topic, the key academic works aimed at the investigation of the topic are discussed, and their key points are outlined. The fundamental works of the previous researchers must be discussed objectively, their strengths and weaknesses are concisely presented, and the contribution of the author of the thesis to the advancement of the theory and application-oriented solutions is indicated. In the cases when there are no academic works directly related with the topic of the Master’s thesis, the academic works which are most closely related to the topic must be discussed.

The *object of the thesis* is closely related with the problem of the research. It is a clearly defined and specific phenomenon to be investigated; the research object is something that is explored, it is the entity towards which the process of cognition is directed. In the course of indicating the object of the research, the researcher reveals what objects, phenomena, processes, facts or their relationship(s) shall be investigated. One work of academic research can only name one object to be researched. The object of the thesis is indicated in a separate line of the text.

When outlining the *aim of the work*, it is necessary to relate it with the topic and problem of the work. The aim of the work indicates the direction of the entire work and the likely outcome, that is, a solution of the analyzed problem along with the presentation of some newly obtained data. The aim of the thesis is indicated in a separate line of the text.

*The tasks of the work* reveal the ways in which the aim of the work shall be pursued; these are the means of fulfilling the objective of the paper. The tasks of the work define the logic of the solution of the investigated scientific problem, the stages of the implementation of the activity of achieving the aim and the consistency of the work. The aim and the tasks of the thesis must be related in the way of logical subordination (i.e., a task cannot be more general than the aim). No tasks which are unrelated with the topic of the paper or which are irrelevant to the aim of the thesis should be formulated. The tasks of the paper should be singled out by presenting them in different lines. If desired, they can be enumerated.

When defining the *methods* of the entire master thesis as an academic research, the methodology of this research is presented: the selection of the research methods is explained, the methods are discussed in the way of information accrual and assessment, and the methods are divided into theoretical and empirical ones. The paper thus introduces the most important sources and academic works which were analyzed with the objective discussing the topic of the paper. When writing a paper, it is essential to select such methods which are appropriate for the investigation and resolution of the specific academic issue. In any academic work, the presented theory and the methods of research are the means of dealing with the scientific issue. It is advisable to use a variety of theoretical methods in Master graduation theses. These methods may include *deduction* (reasoning based on logic when, from several correct statements (assumptions), a novel statement is formulated), *induction* (reasoning based on logic when some feature repeatedly occurs, and, from this, a conclusion is drawn that an object possessing these features can be attributed to a specific class of objects), *analogy* (reasoning based on logic when two objects share the same feature, from which, a conclusion is drawn that the two objects also share other features), *extrapolation* (reasoning based on logic when conclusions drawn from the investigation of one part are applied with the objective of explaining another part of the object), *comparison* (reasoning based on logic when two objects are compared, and their similarities and differences are highlighted), etc.



When selecting empirical methods of academic research, it is necessary to consider the sources of factual materials (opinions, behavior, activity and its outcomes, etc.), and, upon considering the aim of specific research, the relevant circumstances and the capacities/assets of the researcher, to select the research methods, the strategic type of research and the duration of the research appropriately. Master's theses may use various qualitative and quantitative empirical methods of research, for instance, case studies, ethnography, content analysis (research of the textual, photography and other similar content), interview, target (*focus*) discussion groups, questionnaire surveys, document analysis, observation, experimentation, *quasi* experimentation, sociometry, statistical methods, etc.

When selecting the empirical methods of academic research, it is essential to assess the *validity* of the qualitative research (the appropriateness for something to be measured), *objectiveness* (whether the researcher has no impact in the research procedure and its outcomes), *reliability* (the extent of the precision of the research) and *representativeness* (probability-based sampling with the argumentation that the research outcome can be extrapolated to infinity). When selecting qualitative research, is fundamental to consider the research *transferability* (the possibility to understand from the research description where the conclusions of the research can be applicable), *reliability* (that the obtained data is real, stable and repetitive) and *authenticity* (whether the relation between the researcher and the research subjects is reasonable and beneficial).

In terms of the *structure of the thesis*, the content of the sections of the work is briefly introduced, and the problem areas investigated in various sectors are covered in a generalized way.

When presenting the theoretical and practical significance of the work, the novelty of the work is highlighted along with its applicability in real life. Information is provided on the validation of the research results and conclusions under field conditions (i.e., in reality).

***The main body of the thesis***, by considering the outlined tasks, elaborates and analyzes historical, theoretical and factual materials. The main body of the thesis is divided into chapters, subchapters and paragraphs. Each chapter is concluded with a brief generalization.

In the main body of the thesis, the previous exploration of the analyzed topic is discussed, i.e., the most important works of Lithuanian and foreign students pertaining to the topic are presented; if there are no such works, then, works from the most closely related topic(s) and field(s) are discussed.

The research conducted by the author of the thesis and its results are described in a separate section of the Master's thesis. Argumentation is provided on the relationship between the research topic and the theoretical and methodological parts of the thesis. In the first subchapter of this chapter, the methodology of the research conducted by the author is presented. Here, the problem discussed in this research is outlined and the



object is presented, the aim and tasks of the research are developed, the key concepts to be used in the research are introduced along with their interpretations (if required), hypotheses of the research are presented (if required), and the type of the research is defined (whether this is a survey, pilot, descriptive, analytical, etc. work dealing with the cross-section of the data of involving longitudinal research, etc. and defining whether the research is qualitative or quantitative. The method(s) of the research is/are presented, and the selection of the method(s) is motivated along with their appropriateness and suitability for this particular research. The size of the sample is defined and the choice is motivated; thus, the representativeness of the research is assessed. The period and duration of the research are described, and the ethical integrity of the research is evaluated. When describing the results of the research, when performing qualitative and quantitative analysis of the data, it is advisable to use visual materials representing the text (tables, charts, etc.). The results of the research must be interpreted, and their relationship with the theory must be considered. In a separate subchapter, the conclusions of the research are outlined and recommendations are provided.

**Conclusions** do not repeat the generalizations made at the end of each chapter. These are original conclusions and recommendations of the research. They must be based on the researched materials, and the data sourced from the research conducted by the author. The conclusions must be formulated while considering the aim and tasks outlined in the introductory part of the thesis.

**The list of bibliographic references**, while conforming to the appropriate requirements, presents the bibliography descriptions of all the documents of academic literature quoted, rephrased or otherwise mentioned (either printed documents, or manuscripts, e-documents, etc.) in the paper (see Chapter 6 *Reference in text*).

**Annexes** contain additional materials supplementing the body of work (e.g., examples of questionnaires, extensive tables, figures, etc.).

### **Criteria for the assessment of Master's theses:**

- The theoretical level of the academic research, the well-directed scientific analysis of the researched object regarding the selected aspect (the coherence of the content of the thesis and its topic, the outline of the aim and objectives of the thesis, the appropriateness of the tasks when seeking to fulfill the aim of the thesis, when discussing the topic, and the implementation of the tasks);
- The implementation of the scientific empirical research (if applicable) and its description, the interpretation of the research data (its relationship with the theoretical exploration of the topic, the outline of the aim and goals of the research, the selection of the appropriate methods of the research, the grounding of the appropriateness of the methods, their description and application, the description of the course of the research and the validation of the conclusions of the research);

- The outline of the conclusions covering the investigated topic in terms of their relation with the aim and tasks of the work, their logic and consistency, the relationship between the conclusions with the data sourced from the conducted theoretical and empirical (if applicable) research, the ability to provide insights from the application point of view (i.e., recommendations and/or suggestions);
- The systematic and competent choice of the sources (if applicable) and scholarly literature, the composition of the list of bibliographic references, the style and quality of the language in use, the presentation of the thesis (its layout, visualization of the materials, etc.);
- The general outline and the structure of the text in terms of the achievement of the aim of the thesis and the implementation of its objectives, the optimality of the thesis structure, its internal logic and efficiency, the relationship between the theoretical and practical parts of the research;
- Skills oriented towards academic communication (the presentation of the key points of the work, the defense of the statements, the level and appropriateness of the academic (meta-) language.

The completed work must be uploaded in VUSIS by the student. Before assessing the work, computer check of the independence of the performed work is conducted. **Plagiarized works or any other works which were prepared in any other dishonest way are deemed to violate the principles of academic integrity and are thus not assessed at all.**

### 3.1. SELECTION OF THE TOPIC OF A PAPER AND ITS APPROVAL

The topics of works are suggested by the lecturers. The topics can also be suggested by students. Students of MA study programs suggest the topics by themselves and discuss their choice with the potential supervisor. The request to the Chairperson of the Study Program Committee is forwarded via the Study Department. The request must feature the agreement of the potential supervisor to supervise the research supported by the record “I agree to supervise: name, surname, date, signature.” The request must be submitted in the course of the semester prior to the deadline outlined in the present Guidelines. In its earliest sitting, the Committee passes the verdict and approves the decision regarding the permission to prepare the paper on the selected topic, of which the student is informed via the email address issued to the student by the University. If the topic suggested by the student is not approved, the student suggests another topic or selects a topic from the list of topics approved in a sitting of the Committee upon condition that the topic has not been selected by anyone else yet.

All of the topics are approved by the committees of the corresponding study programs, and the topics are announced in VUSIS no later than:

- February 20 for Master’s research works to be prepared in the spring semester;
- August 31 for the Master’s research works to be prepared in the autumn semester;
- August 31 for Bachelor’s research works, for Master’s research works to be prepared in the autumn semester; for the Bachelor study program BA graduation papers; for the Master study program MA theses to be defended in the spring semester.

The topic of the work is selected by each student at VUSIS:

- No later than October 1, for the BA study research papers of the autumn and spring semesters; for the academic research papers of MA study programs; for the BA graduation theses of Bachelor study programs; for the Bachelor’s graduation theses of Bachelor study programs to be defended in the spring semester;
- No later than March 15 for the academic research papers of MA study programs to be prepared in the spring semester;
- No later than April 1 for the MA theses to be defended in the autumn semester;
- For the students who renewed their studies in the spring semester (after being expelled from studies) or the students returning from academic holidays or the suspension of studies, the deadline for the topics of the BA research papers and graduation theses is February 24; regarding the same causes of study interruption, February 24 is also the deadline for the Master study program graduation theses to be defended in the spring semester.

If a student has selected no topic prior to the above outlined deadlines, s/he can submit a well-grounded request via the Study Department to the Chairperson of the Study Program Committee regarding the permission of preparing a work/thesis on a specific topic while indicating the valid causes for the delay. The request must feature the agreement of the

potential supervisor to supervise the research supported by the record “I agree to supervise: name, surname, date, signature.” In its nearest sitting, the Committee passes the verdict and approves the resolution regarding the preparation of the work, of which, the student is informed via the email address issued to the student by the University. Only one student can write a paper/thesis featuring some specific headline and/or covering the same topic.

Students can specify or modify/change the topics of their research by presenting a well-grounded request via the Study Department to the Chairperson of the Committee. The request must feature the agreement of the potential supervisor regarding the modification or alteration of the topic of the research supported by the record “I agree to supervise: name, surname, date, signature.” In its nearest sitting, the Committee passes the verdict and approves the resolution regarding the update of the topic of the research work, of which, the student is informed via the email address issued to the student by the University. Topics of papers may be specified:

- For the research papers, topics are modified in the sittings of the Study Program Committee. The deadlines for any modifications are April 1 for the research works prepared in the spring semester and November 1 for the research works prepared in the autumn semester;
- The topics of Bachelor’s and Master’s theses can be modified in the sittings of the Study Program Committee. The deadlines for any modifications are April 1 for the spring semester and November 1 for the autumn semester.

### **3.2. PREPARATION OF THE WORK**

Works are prepared and assessed on the grounds of the methodological requirements for written works approved by Vilnius University Faculty of Communication and the descriptions of the specific subjects of the study program pertaining to BA Research papers, MA Research papers, Bachelor’s theses and Master’s theses.

Supervisors consult students regarding the methodological issues and subject matter questions during the admission hours of the lecturers. After having selected the topic, the student must immediately contact the supervisor and start the research.

Students have a right to submit via the Study Department a motivated request to the Chairperson of the Study Program Committee regarding the change of the supervisor while indicating important reasons for this change. This type of request can be submitted no later than 4 weeks before registering the work. In its nearest sitting, the Committee passes the verdict and takes the decision, of which, the student is informed via the email address issued to the student by the University.

The accountability of the student regarding specific stages of the work preparation is based by the presently outlined order and as established by the supervisor. Committees may outline and hold intermediate defenses of graduation papers even though it is not outlined specifically in the study program. Students are informed about any intermediate defense no later than 4 weeks before such defense. Participation in the intermediate defense outlined by the Committees is of advisory nature.

### 3.3. PRESENTATION OF A PAPER FOR ASSESSMENT

#### **Presentation of BA and MA academic research papers for assessment**

BA and MA students must upload their academic research papers in VUSIS no later than January 2 for the autumn semester and June 1 for the spring semester. In the cases of retaking the activity, BA and MA academic research papers must be uploaded in VUSIS no later than on September 1 for the previous spring semester and February 4 for the previous autumn semester.

The BA and MA academic research papers which have already been uploaded in VUSIS can only be modified upon obtaining agreement of the paper supervisor. BA and MA academic research papers can be assessed only after the supervisor has considered the verdict of the computer check regarding the independence of the conducted work when it has been decided that the work has actually been prepared independently and that it conforms to the applicable requirements. In the cases when a student did not present his/her course or academic research paper within the established timeframe, the supervisor has the right to refuse the assessment of the paper. In this case, the supervisor enters the inscription “Neleista laikyti” (Defense denied) in VUSIS. The evaluation of course and academic research papers is entered in VUSIS by the supervisor prior to the completion of the session of the corresponding semester of studies.

#### **Presentation of Bachelor’s and Master’s theses for assessment**

Bachelor’s and Master’s theses are uploaded in VUSIS no later than 1 month before the date of the first sitting of the Graduation Defense Committee of the corresponding study program. If a student does not present his/her Bachelor’s or Master’s thesis within the established timeframe, it is deemed that the student has no intention to defend the paper.

Bachelor’s and Master’s theses can only be defended after the supervisor has considered the verdict of the computer check regarding the independence of the conducted work and has decided that the work has actually been prepared independently and that it conforms to the applicable requirements:

- If the supervisor decides that the thesis is admissible for defense, then, within 5 workdays, the supervisor enters the approval in VUSIS and presents a signed review of the established form with the recommended assessment of the thesis;
- The supervisor can (but is not obliged to) help the author of the work prepare for the defense of the thesis;
- If the supervisor decides that the thesis is not admissible for defense, the supervisor confirms this verdict in VUSIS while also outlining the motives of this verdict. The student is informed about the verdict of the supervisor submitted via VUSIS immediately via the email address issued to the student by the University;
- If the supervisor decides that the thesis is not admissible for defense, the student no later than within two workdays of being informed about the verdict of the

supervisor of the graduation work not to allow the defense of the work has the right to address the Committee of Defense of Graduation Theses (further referred to as *Committee*) via the Study Department and submit a motivated request regarding the permission to defend the thesis. Having considered the thesis and the verdict of the computer check regarding the independence of the conducted work, upon having considered the argumentation of the student, the Committee passes its verdict within 4 working days regarding the denial of the permission to defend the thesis. The student is informed by the Chairperson of the Committee of Defense of Graduation Theses about the Committee verdict via the email address issued to the student by the University within 1 workday of passing the verdict.

The order of the Dean regarding the permission to allow the defense of a Bachelor's or Master's thesis is drafted and entered in VUSIS on condition that the student:

- Has completed the study program in its entirety;
- Has submitted the graduation thesis in VUSIS;
- The supervisor of the graduation thesis or the committee has decided to allow the defense of the graduation thesis.

If a student has failed to comply with any of these conditions, the defense of his/her Bachelor's or Master's thesis is denied. In this case, the student is expelled from the University by verdict of the Dean due to academic failure in the course of the studies.



## 4.2. TEXT FORMATTING AND THE VISUAL PRESENTATION OF WRITTEN PAPERS

Written works (BA research works, MA research works, BA and MA theses) shall use the *pdf* format for the transfer to the VUSIS information system. Any visual, audio or multimedia materials presented in the annexes of these works/theses **need NOT to be transferred to VUSIS**. The presentation of other types of written works is discussed in the descriptions of the study subjects.

The text is to be presented in A4-sized pages, *Times New Roman* 12 pt font and 1.5 line spacing. The surname of the author and the title of the work are written on the title page by using *Times New Roman* 14 pt font; the title is highlighted (see *Annex 1*). Footnotes use the 10 pt font and the single (1.0) line spacing. Spaces between words in the text must be single, whereas spaces between symbols in the text must be of the standard size (0 pt). Spaces between paragraphs feature the standard value (0 pt.). The entire text of written papers except for the title page uses the *justified* alignment.

Single words in the text can be highlighted by using *italics*, **bold**, underline, or **expanded character spacing**. Each case of highlighting presents a visual pause and shapes the typography of the text; therefore, the text should not feature a wide variety of word highlighting options.

The first paragraph of each structural segment of the paper is started without indentation from the left; each subsequent paragraph starts with 1 cm indentation.

Each page featuring some text uses the following empty margins:

- left – 30 mm;
- right – 10 mm;
- top – 20 mm;
- bottom – 20 mm.

The pages of the text are numbered consecutively by starting from the title page and including the annexes (it should be noted that page numbers are not printed on the title page and on the page(s) featuring the list of contents).

Page numbers in Arabic numerals are written at the bottom of the page, on the right, within the space of the empty margin. Dots or hyphens are NOT used. The font of the page numbers is 10 pt.

The main body of the text is divided into chapters, subchapters and paragraphs; if required, paragraphs are further split into segments. Parts of the text are numbered by using the Arabic numerals. Each lower class of the structure of the text has a digit added to the right of the higher-level structural unit, e.g., 1.1, 1.2, 1.2.1, 1.2.2.

Major parts of the text are started on new pages. Chapters and subchapters start on the same page where the previous segment was finished. Titles of chapters are numbered. Words are not split from line to line. Upper-case letters and highlighting are used. The alignment of the text is centered. Full stops are not used at the end of the titles of parts.

Subchapters and further minor segments of the text are written in lower-case letters; only the initial letter is capitalized. The title alignment is the same (centered).

Titles of parts (as well as the headlines CONTENTS, INTRODUCTION, CONCLUSIONS, LIST OF REFERENCES) are written one line lower than the actual margin of the page, and the titles of chapters, subchapters and any other smaller sections of the text are highlighted by empty lines preceding and following the headlines. Headlines of annexes start on new pages as each annex starts with a new page.

### 4.3. USE OF WORKS BY OTHER INDIVIDUALS

When *original ideas and thoughts of other authors* are being used in an academic work, it is necessary to indicate *the author(s) of these ideas and thoughts as well as the source where these ideas and/or thoughts were found*, i.e., the work from which these ideas/thoughts became known. This means that whenever rendering ideas of other authors, i.e., when rephrasing the text of another author, it is compulsory to indicate the author(s) and the source(s). If the idea described in your work stems from the work of another person and may be perceived from specific place(s)/ page(s) of that work, when presenting a reference to the source, it is obligatory to indicate the specific page(s). If the idea is grasped from the entirety of the work, only the source work is indicated as the origin of the idea.

A reference to the author and the source in the text is presented immediately after the sentence in which the idea/thought was presented. The author(s) of the idea along with the source are presented by introducing a brief bibliographic reference and thus presenting the surname(s) of the author(s), the date of the publication, and, if required, the page(s) is/are indicated where the idea(s) thought(s) employed in your paper were manifested. If the ideas of another author are not expressed or not narrated in an original way, but, instead, are presented exactly in the way as outlined by the original author(s), i.e., quoted from the source word-for-word, then, it is essential to highlight the quoted text and to refer to the author(s) and the source by indicating the exact page(s) or the number of the figure, table or any other type of information delivery. By presenting the full bibliographic reference (based on the rules described in Chapter 6 *Reference in text*) is also indicated in the list of bibliographic references of your academic paper.

#### *Example:*

In the personality of Vaižgantas, Pranas Naujokaitis traced optimism, morality and temperament: “The agility of Vaižgantas did not allow him to dwell any longer at various problems, to instill some of his ideas consistently and systematically, or to provide systematic foundations for some type of the course of life. He only reacted vividly, he would raise an issue, and the further negotiation of the matters was left to others” (Naujokaitis, 1948, 173–174).

*In the list of bibliographic references, the following entry is made:*

Naujokaitis, P. (1948). *Lietuvių literatūra: Trumpas lietuvių literatūros istorijos kursas gimnazijai*. Patria.

#### 4.4. EXPLANATIONS AND ILLUSTRATIONS IN THE MAIN BODY OF THE PAPER

In order to generalize on the presented material, it is recommended to use tables and figures. Whenever required, footnotes may present additional concise explanations.

**Explanations** are clarifying critical notes on the terms and ideas used in the text as well as other important aspects of the presentation of the selected topics of research providing valuable contextual information.

**Figures** represent all the graphical, photography, cartography or any other illustrative visual information. All the tables and other visual materials must be titled and numbered. The numbering sequence of tables and other categories of visual materials must be separate. In all cases, the titles of visual materials are written in the lower-case letters (except for the first letter which is required to be the upper-case letter). The titles are given above the units of visual materials (tables or figures) and are centered (i.e., horizontally, they are presented in the middle of the page). The title of any visual material features its number which is followed by a dot and the title of the material. After the last symbol of the title, the dot is not used. The font(s) and the size of the font symbols to be used in figures and tables may differ from the font to be used in the text of the paper. Tables and figures should be compact and *should not exceed one page*. Larger tables and figures should be presented as annexes.

If required, the author(s) is/are added at each table and figure. If a table or a figure has been created by the author of the paper, references to the literature and sources contributing to the creation of the visual material must be presented. Whenever a table or a figure features no reference, the author of the paper is by default considered the author of the appropriate visual material.

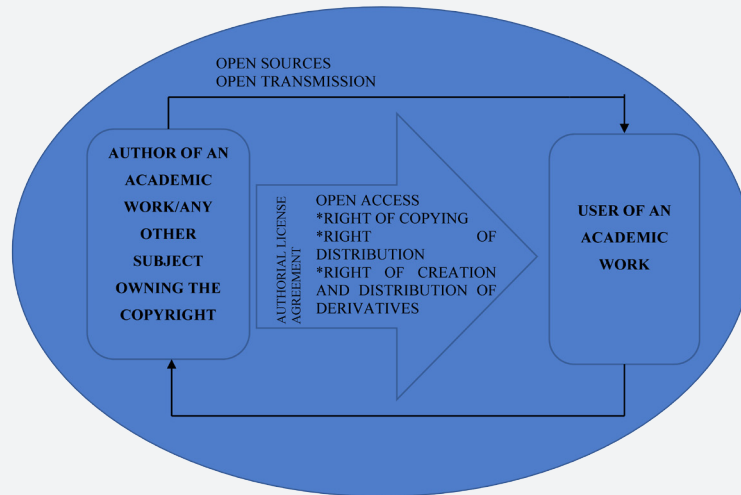
All the visual materials presented in the text must be discussed and analyzed (but not described); each visual material must feature the appropriate reference(s).

It is highly recommended to present tables and figures immediately under their references; yet, if the page lacks the required space or if there is at least one third of an empty page remaining, a table or a figure may be presented on another page of the work.

##### *Example:*

Each individual user of an academic e-paper who is seeking open access to the academic e-work, i.e., who is seeking to acquire the right of copying and/or distributing the work, using it for the creation of derivatives and their distribution must initially get the agreement (permission) of the author(s) of the academic work and/or any other copyright owner. This legal system would allow to provide for the appropriate grounds of the creative intentions of the consumers of academic information and would also ensure the legality of the business models of the newly derived information products (Figure 1).

Figure 1. Legal grounds for open access to academic works



Source: created by the author

**Systemizing of information by using tables.** When written works involve systemizing of information, the use of tables is highly advisable. Tables are excellently suitable for the presentation of information which may be more easily understood when presented in lines and columns. The structure and type of tables depend on the data to be presented; the cells of a table may feature figures, symbols and/or text.

*Tables use:*

- headline cells;
- data cells.

It is recommended to single out headline cells visually (by highlighting their text or by framing them with the use of thicker lines, or by using some kind of color background).

Each headline and data cell feature the initial upper-case letter. The entries of headline cells must be simple, clear and concise. If they feature some specific symbols/letters, they must be explained under the table (in the footnotes of the table), or else in the text where the table under discussion is further explicated.

Digits, symbols and text in all the cells of all the tables are presented in the same way (by using identical alignment, equal spaces between lines, the same font, etc.)

When numbering tables, the system is as follows: *Table 1*, *Table 2*, *Table 3*, etc. If a paper uses only one table, its number is presented nevertheless. The titles of tables are given in lower-case letters (except for the initial upper-case letter) above the table. Centered alignment must be used.

*Example:*

Table 1. Main means of the second generation network use for scientists as outlined by Lina Šarlauskienė

Function	Means	Examples
Distribution of information and news	Tools of blog creation	Blogger WordPress Posterous
	Tools of microblog creation	Twitter Tumblr Instagram

Source: Šarlauskienė, 2016.

*The list of bibliographic references shall feature the following entry:*

Šarlauskienė, L. (2016). Mokslininko reprezentacijos skaitmeninėje erdvėje sąsajos su publikacijų duomenų bazėmis. *Knygotyra*, 67, 206–225.

If a table needs to be split into two or more parts (in annexes or even in the main body of the text), at the bottom of the first and any other subsequent part, on the right side, a note is presented “Table 1 to be continued on the following page”. Before the continuation of a split table, a note is given “Table 1. Continued”. The headline cells of the table are repeated on each page.

**Visualization of textual materials with charts.** Analysis of the collected empirical data as well as the outcomes of the research are recommended to be presented visually. Hence, papers should feature charts. When charts are used in a paper, in the text, they are referred to as figures; meanwhile, in the process of defending a research work or a graduation thesis (i.e., when presenting research data), the term ‘diagram’ should be used.

When a paper features charts, it is essential to name the axes correctly, to select the suitable scale and the right variables. Charts may contain lines, 2D or spatial shapes/figures; therefore, charts are divided into horizontal and vertical bar charts, pie charts, etc.

## 5. RESEARCH ETHICS

When conducting empirical investigations during any stage of the research – while planning the research, recruiting the pool of the research participants and making their selection, gathering research data, analyzing and presenting the research outcomes, saving and storing the research data – adherence to the standards of research ethics is mandatory. Even though issues of research ethics and the relevant challenges in qualitative and quantitative research may largely differ, the fundamental principles of ethics – those of reliability, honesty, respect and accountability – must be honored in any type of research.

The **principle of reliability** is fulfilled when scientific research seeks to obtain objective results, ensure the adequate quality of research and is denoted by consistency. The implementation of this principle is related with the selection of the proper data gathering method and data analysis method, the consideration of the potential harm that the scientific research may cause by virtue of considering the groups of the research subjects, the investigated community and the entire society and the use of any means allowing to mitigate the risk of this type of harm. In the course of the research, no harm can be inflicted to the research subjects.

The **principle of honesty** is fulfilled by undertaking full responsibility for the outcomes of scientific research, the publicizing of the outcomes and their accessibility as well as the impact on anyone affected by the research while avoiding any conflict(s) of interest. Any research must be conducted in an honest way, and the results must be presented transparently, precisely and impartially.

The **principle of respect and accountability** is fulfilled by avoiding deviation from the principle of the free and informed consent of an individual while adhering to the requirements pertaining to the protection of personal data along with the possibility to prove the adherence to this principle. The principle of respect and accountability is related with respecting the rights of the participants of the research (including dignity and privacy (along with the protection of personal data)) while ensuring the welfare of the participants.

The principle of the **free and informed consent** of a research participant means that:

- The participants of the research **voluntarily** agree to take part in the research (hence, no one, that is, neither the researcher(s) nor any other institution or organization can force an individual to take part in a research if the individual disagrees);
- Research participants **obtain sufficient information** on the conducted research (the objective(s) of the research, the use of the gathered data, etc.), which allows to come to an informed decision whether to give consent to participate or to abstain from participation;



- It is essential to **honor the right of the research participants to abstain from participating or to terminate their participation** in the research at any stage of the research.

This principle must also be ensured even in those cases when research participants are facing increased risks to experience direct or indirect pressure to participate in a research, e.g. when conducting research in organizations or doing surveys in the group environment.

Students must pledge to protect the anonymity of the data of the research participants and any involved organizations; in the quantitative research, questionnaires must be anonymous, it is not allowed to demand the participants to tell their name, surname or any other data which may help identify the individual; confidentiality must be ensured so that, in qualitative research, no one (except for the researcher) without the explicit consent of the research subject can use the information presented by the research subject and/or can identify the research subject except for the cases when research participants explicitly agree to be named and that is necessary considering the specificity of the research. The researching students also pledge to protect the privacy, i.e., the researcher cannot get involved in any private matters of the research subjects without the explicit consent of the research subjects.

Before starting to collect data, it is mandatory to get **verbal or written consent** of the research participants. This consent features information related with the research: the title of the research, its objective, the individuals conducting the research, the use of the research data, the contact person. Also, the freedom of the research participant to discontinue participation at any time or to refuse to provide the answer to any question is also indicated (see *Annex 3*). In the cases when minors are participating in a research, it is also necessary to obtain the additional written consent of the parents or legitimate guardians (there are no formal requirements regarding the wording and/or the structure of this document)\*. If a research is conducted in an organization, the agreement of the most senior official in the structure of the organization is required (there are no formal requirements regarding the wording and/or the structure of this document)\*\*. This document shall be stored by the researcher until the completion of the process of defense of the graduation work, and, should the necessity arise (e.g., in the case of questioning the authenticity of the research, etc.), the researcher shall present this document to the supervisor of the graduation work in the course of its preparation or to the board of defense during the defense procedure.

\* The agreement of the parents or legitimate guardian(s) is required to protect the rights and the legitimate interests of children (under-age individuals) by virtue of having considered the peculiarities of the civil and legal capacity of children (under-age individuals). The agreement of the parents or legitimate guardian(s) is not required if a child has been acknowledged to possess full civil capacity (i.e., the child has been acknowledged to possess full civil capacity by court (i.e., s/he is considered to be emancipated), or on the grounds of having acquired this capacity as a result of his/her marriage).

\*\* The agreement of the top manager of the organization is grounded on the extent of the mandate, rights and duties/position of the top manager. This agreement is not required if the provision of data and/or information falls within the work functions of the member of the staff participating in the research.

Any **interview transcripts/excerpts and or video/audio records** used for the qualitative analysis of the research must be stored by the researcher until the completion of the process of defense of the graduation work. Should any questions arise regarding the authenticity of the research, the student shall present this document to the supervisor of the graduation work in the course of its preparation or to the board of defense during the defense procedure. If the topic of the thesis and/or some specific aspects of the work require the presentation of some transcripts of interviews serving for qualitative research, after consulting the supervisor of the research and by maintaining the confidentiality of the participants of the research, these transcripts may be presented as annex(es) of the research paper.

**After the defense of the thesis, any confidentiality documentation (informed consent and other agreements), interview transcripts and similar documents must be destroyed.**

When presenting data analysis, the confidentiality of the research subjects must be ensured (in the qualitative research): it is essential to ensure that the identity of the research participant shall not be revealed and that the data presented in the paper cannot be related with a specific person in any way (e.g., research participants are given fictitious names or codes, the presented information is depersonalized, and, if required, only incomplete information is presented, the transcripts/extracts contain no personal information of the research participant, etc.). The same principles are applicable to expert interviews when experts are involved in the research as outstandingly proficient specialists in a specific area. In the cases when the research subjects may get easily identified, the researcher(s) must ensure that the participants have been explained the possible consequences of the research outcomes and that they still agree to participate in the research while being in full knowledge of the possible consequences. This attitude is especially relevant in such cases when the participants of the research explicitly agree that their personal information or the information of the organization which they are representing shall be revealed. When publicizing research data, it is essential not to violate the privacy of the participants of the research and to critically assess which information can be presented in the research paper.

## 6. PRESENTATION OF THE BODY OF BIBLIOGRAPHY IN A PAPER

The presentation of the bibliography of a paper involves bibliographic references given in the text and their list. The Faculty of Communication of Vilnius University uses the method of quoting and providing references as outlined in the 7<sup>th</sup> edition of APA (American Psychological Association). Before starting with the draft of a paper/thesis, each author must get individually acquainted with the requirements applicable to the outline and presentation of bibliographic references. **Only sources that have been read and/or seen by the author of the paper can be presented in it.**

Except for the specific cases explicitly outlined in terms of spelling and/or punctuation, the use of capital letters in the list of references must conform to the norms established in the language from which the original source is being quoted. Any reference to Internet sites (*https*) must be interactive.

### 6.1. REFERENCE IN TEXT

**Bibliographic reference** is an indication of a document to another source of information or part thereof. References in text are presented in brackets in order to consider the quoted source; usually, the surname of the author is presented along with the year of the publication of the source (Surname, year), e.g., (Saudargas, 2016).

**Exact quote** (no more than 40 words) is singled out in the text with commas; the reference is given in brackets by indicating the surname of the author, the date, and the number(s) of the page(s). It should be noted that whenever one page is referred to, 'p' is used (e.g., p. 19), whereas, when 2 or more pages are referred to, 'pp' is used (e.g., pp. 19–26).

#### *Example*

(Šukaitytė, 2016, p. 83)

Exact quotes in the text exceeding 40 words are singled out as separate paragraphs. Wider margins are used, and the surname of the author, the date, and the number(s) of the page(s) are given.

The exact numbers of pages of the quoted source are also given in the cases when the **quoted author is rephrased.**

**One author:** (Šukaitytė, 2016); in cases when the text uses other works published by the same author in the same year, they are marked with letters (Šukaitytė, 2016a; Šukaitytė, 2016b; Šukaitytė, 2016c); if the text refers to several works of the same author published in different years, they are listed in the chronological order starting with the earliest work (Šukaitytė, 2011, 2014, 2018).

**Two authors:** (Abromaitis and Luckūnas, 2012); (Denzin & Lincoln, 2011).

**Three authors:** (Domikas, Savičius and Norvydas, 1995); when quoting for the first time, all the authors are given, in any further case of quoting, only the first author is given, e.g., (Domikas et al., 1995).

**Four or more authors:** (Abromikas et al., 2005).

**No author is given:** the earliest further element of bibliographic reference is forwarded to the initial position of the author; usually, it is the title (the headline)/ when referring to the same work further in the text, the title can be shortened or abbreviated.

*Example*

To be referred in the text as: (*Dėl kasmetinio universitetų ir mokslinių tyrimų institutų...*, 2017); to be given in the list of bibliographic references as: *Dėl kasmetinio universitetų ir mokslinių tyrimų institutų mokslinių tyrimų ir ekspertinės plėtros ir meno veiklos vertinimo reglamento patvirtinimo. Lietuvos Respublikos švietimo ir mokslo ministro įsakymas. 2017, October 4. Nr. V747.*

**Collective author (a team of authors)** (an institution, association, corporation, state institution, research team). When quoting several times, the reference can use an abbreviation or shortening; the shortened version is given with the first reference in square brackets. The second or any further reference only uses the abbreviated version.

*Example*

Reference in the text: (*World Bank, 2016*)

Bibliographic description: World Bank (2016). *Migration and remittances fact book 2016*. World Bank.

**Different sources are presented in the same reference** when several different sources are being quoted. In the brackets, the sources are listed alphabetically and separated with a semicolon

*Example*

(Girdenis, 2000; Gudaitis, 1996; Žukas, 2005).

## 6.2. OUTLINE OF BIBLIOGRAPHIC REFERENCES AND THEIR PRESENTATION IN A LIST

Bibliographic references provide data on the documents mentioned or quoted in a written paper. The list of bibliographic references (sources) is presented at the end of the paper alphabetically. In order to compile the list of the employed sources appropriately, it is initially essential to identify the type of the quoted source correctly (a book, an article, an e-document, an unpublished document, etc.), to identify the type of authorship (a single author, a group of authors, a collective author, an editor, etc.) and to consider the methodology of delivering bibliographic references.

### BOOKS

#### *One author*

Surname, N. (Year). *Book title: Subtitle* (edition). Publisher.

#### *Example*

Braziūnienė, A. (2017). *Inkunabulų paveldas Lietuvoje ir pasaulyje: Mokomoji knyga*. Akademine leidyba.

Anderson, C. (2016). *TED talks: The official TED guide to public speaking*. Headline.

#### *Two authors*

Surname, N.<sup>1</sup>, & Surname, N.<sup>2</sup> (Year). *Book title: Subtitle* (edition). Publisher.

#### *Example*

Greimas, A. J., & Žukas, S. (1993). *Lietuva Pabaltijy: Istorijos ir kultūros bruožai*. Baltos lankos.

Clark, G., & Phillips, A. (2014). *Inside book publishing* (5<sup>th</sup> ed.). Routledge.

#### *3–6 authors*

Surname, N.<sup>1</sup>, Surname, N.<sup>2</sup>, & Surname, N.<sup>3</sup>. (Year). *Book title: Subtitle* (edition). Publisher.

#### *Example*

Laužikienė, A., Laužikas, R., ir Žižiūnas, T. (2017). *Erelio vaikai: Radvilų giminės pėdsakais*. Akademine leidyba.

Grigas, V., Šuminas, A., Gudinavičius, A., ir Grigaliūnas M. (2016). *Šiuolaikinės medijos ir informacija: Požeminiai garažai Google karalystėje*. Akademine leidyba.

#### *7 or more authors*

Surname, N.<sup>1</sup>, Surname, N.<sup>2</sup>, Surname, N.<sup>3</sup>, Surname, N.<sup>4</sup>, Surname, N.<sup>5</sup>, Surname, N.<sup>6</sup>, ... Surname of the final author<sup>x</sup>, (year). *Book title: Subtitle* (edition). Publisher.

***Publications compiled by editors***

Instead of the author, the editor is presented in the initial position, and the corresponding note (Red.) or (Ed.) is given in brackets. In cases there are two or more editors, the plural form (Red.) or (Eds.) is used.

***Example***

Matkevičienė, R., & Petersons, A. (Eds.). (2017). *New media and new public governance: The strategic communication approach*. Akademine leidyba; University of Ss. Cyril and Methodius.

***One volume (or any other type of part) of a multi-volume publication***

Surname, N. (Year). *Book title: Subtitle* (edition number, vol., number). Publisher.

***Example***

Fiske, S. T., Gilbert, D. T., & Lindzey, G. (2010). *Handbook of social psychology* (5th ed., Vol. 1). John Wiley & Sons.

***Part of a book or part of a collection of articles***

Surname, N. (Year). Headline of the part of the book or headline of the article. In author of the book N., Surname, (edition number), *Book title: Subtitle* (numbers of pages from which quotations were used; a dash without spaces at either end is used (chapter)). Publisher.

***Example***

Čepaitienė, R. (2013). Nacionalinis pasakojimas versus lokalis istorijos: kultūrinės atminties raiška Lietuvos provincijoje. In Nikžentaitis, A. (Red.), *Atminties daugiasklaidymas: Miestas, valstybė, regionas* (pp. 229–264). Lietuvos istorijos instituto leidykla.

***Part of a multi-segment book or part of a collection of articles***

Surname, N. (Year). Headline of the part of the book or headline of the article. In author of the book N., Surname, (edition number), *Book title: Subtitle* (volume, numbers of pages from which quotations were used; a dash without spaces at either end is used (chapter)). Publisher.

***Example***

Kinni, T. B. (2004). Disney, Walt (1901–1966): founder of the Walt Disney company. In *Encyclopedia of leadership* (Vol. 1, pp. 345–349). Sage Publications.

***E-book with DOI******Example***

Holtz-Bacha, C., Novelli, E., & Rafter, K. (Eds.). (2017). *Political advertising in the 2014 European Parliament elections*. Palgrave Macmillan UK. <http://doi.org/10.1057/978-1-137-56981-3>



**E-book without DOI***Example*

Hartley, P. (1999). *Interpersonal communication*. <http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=60578&site=ehost-live>

**Article in a journal without DOI**

Surname, N. (Year). Headline of the article. *Title of the journal*, volume (number), pages of the article.

*Example*

Kiguolytė, R., and Valickas, G. (2008). Smurto rodymas Lietuvos televizijos laidoje. *Psichologija*, 37, 57–70.

**E-article in a journal with DOI***Example*

Grigorjevas, A., Gramigna, R., & Salupere, S. (2017). A. J. Greimas: The perfection of imperfection. *Sign Systems Studies*, 45(1–2). <http://doi.org/10.12697/SSS.2017.45.1-2.01>

**E-article in a journal without DOI***Example*

Raman, C. V., & Krishnan, K. S. (1928). A new type of secondary radiation. *Nature*, 121, 501–502. <http://www.scopus.com/inward/record.url?eid=2-s2.0-0013348347&partnerID=tZOtx3y1>

**Article in an encyclopedia***Example*

Gudonienė, V. (b. d.). Komunikacija. In *Visuotinė lietuvių enciklopedija*. <https://www.vle.lt/straipsnis/komunikacija/>

**Article in a periodical (daily, weekly, bimonthly, monthly, etc.)**

Surname, N. (year, month, day). Headline of the article: subheading. *Title of the periodical*, pages of the article.

*Example*

Vaišnys, A. (2011, February 5). Atsisveikinimas su Tolerancijos riteriu. *Voruta*, 14.

**Article in an internet blog or website***Example*

Chang, K. (2017, October 5). Space council chooses the Moon as Trump administration priority. *The New York Times*. <https://www.nytimes.com/2017/10/05/science/national-space-council-moon-pence.html>

**Graduation paper/thesis or doctoral thesis accessible via online databases**

Surname, N. (Year). *Headline: Subheading* [type of source, academic institution awarding the academic and/or qualification degree]. Title of the online database. It should be noted that the titles of all qualification works/theses are given not only in Lithuanian, but also in a foreign language (preferably, English).

*Example*

Bražiūnas, M. (2017). *Žurnalistikos laukas okupuotoje Lietuvoje (1940–1944)* [The Field of Journalism in Occupied Lithuania (1940–1944). Doctoral dissertation, Vilnius University]. eLABa.

**Legal acts, court cases and other legal documents available online**

Collective author. (Year). *Title of the document* (year, month, day of creation, number).  
Internet address

*Example*

Lietuvos Respublikos Seimas. (1996). *Lietuvos Respublikos visuomenės informavimo įstatymas* (1996, July 2, Nr. I-14178). <https://www.etar.lt/portal/lt/legalAct/TAR.065AB8483E1E/uAvUdTiNnT>

**Blog record***Example*

Bartusevičiūtė, L. (2017, April 11). Kūrybos ir laisvės proveržis LINK vasaros stovykloje – kitoks požiūris į edukaciją. *Prisilietimai*. <https://prisilietimai.lt/2017/04/11/kurybos-ir-laisves-proverzis-link-vasaros-stovykloje-kitoks-pozisuris-i-edukacija/>

**Letter, posting in a social network***Example*

Nausėda, G. (2022, May 14). *Šeštadienis Utenoje, Partizanų pagerbimo, kariuomenės ir visuomenės vienybės šventėje*. Facebook. <https://www.facebook.com/nausedagitanas>

**Unpublished document***Example*

Surname, N. (year, month, day). *Headline: Subheading*. Name of the library section (library section, document description/identifier, file, etc.). Title of the storage area, Location.

*Example of this type of work(s)*

Biržiška, V. (1942). *Lietuvių literatūrinis kalendorius*. Lietuvių mokslo draugija (f. 15-71). Lietuvių literatūros ir tautosakos instituto bibliotekos rankraštynas, Vilnius.

### 6.3. OTHER EXAMPLES OF DESCRIPTIONS AND AUTOMATED ASSISTANCE

The authors of the APA (7<sup>th</sup> edition) quoting style define all the currently known forms of documents and present methodology and examples of the structure and composition of bibliographic references. Should you fail to find some less frequently encountered cases in the present guideline, please address the original APA publication manual:

American Psychological Association (2020). *Publication manual of the American psychological association: The official guide to APA style* (7<sup>th</sup> ed.). <https://doi.org/10.1037/0000165-000>

**Automated assistance:** APA (7<sup>th</sup> edition) quoting style bibliographic reference examples are presented in the e-catalogue of the publications stored at the *Lithuanian Academic Electronic Library* (eLABa) (<https://www.lvb.lt>). When you have found and selected the required publication, in the tool bar, select the icon ” (commas) representing the process of quoting, then select APA (7<sup>th</sup> edition), then CITAVIMAS (QUOTING) and KOPIJUOTI (COPY).

Academic e-journals also assist their readers in terms of selecting the appropriate reference style of the published articles thereby automatically developing the bibliographic description for a reference.

Due to occasional inconsistencies observed in reference lists, the automated references before being presented in a paper must be checked independently by the author of any paper against the requirements of APA (7<sup>th</sup> edition).