

METHODOLOGICAL GUIDELINES FOR WRITTEN WORKS

For students taught in English

MASTER'S RESEARCH PAPER is a consistent part of the research work set out in the Master's study program, independent analytical research paper analysing a selected specific scientific or practical problem of a field, branch or subject of communication and information sciences. The goal of the research paper is to expand and deepen the knowledge of specific branches, fields and subjects of communication and information sciences, to develop the skills to evaluate the works of the respective field of science, to solve theoretical and practical scientific issues, to carry out research in specific branches of information and communication sciences.

Master's students write one or more research papers (as set out in the respective study program). Their writing is a consistent stage in the preparation of the Master's thesis, therefore it is recommended that the topics of the research papers of the second and other semesters be related to the preliminary topic of the Master's thesis. The continuity and connectivity of research papers with the Master's thesis determine the nature of these works - they cannot be applied (except for methodological works).

The volume of the research paper is from 60,000 to 70,000 characters with spaces, excluding appendices (for font size and line spacing, see Part 3.2 "Text formatting and written work layout"). Depending on the number of illustrations (figures, diagrams, charts, etc.), a larger deviation of up to 5% is allowed. Papers that do not meet the above criteria shall receive negative evaluation.

Requirements for structural parts of research paper:

The title page is arranged in accordance with the example in Appendix 1 (the title *Bachelor's / Master's thesis* shall be replaced by *Master's research paper*).

The abstract page contains a bibliographic description of the research paper* (the title of the research paper in Lithuanian, several (three to four) key words and a summary of the course paper (parallel text

* Example of description: Accessibility of museum digital collections: immersive reality: research paper / Name Last name; supervisor Prof. dr. Name Last name; Vilnius University. Faculty of Communication. - Vilnius, 2018. - 35 p. (45,000 characters); Table - Abbr. Eng. - Bibliogr. : p. 34-35 (20 titles).

in Lithuanian and English) are indicated in parallel. The volume of the summary in both Lithuanian and English is up to 1,000 characters each.

The table of contents reflects the structure of the paper in detail - a list of headings of the paper parts is provided, and their pages are indicated. All structural parts of the paper - chapters, parts, paragraphs - must have titles (headings), and they must be included in the table of content. The titles must be short, clear and correspond to the essence of the problem, the content of the structural part. The structural parts of the research paper - chapters, parts and paragraphs - are numbered in Arabic numerals (see Appendix 3). A list of abbreviations (if applicable), an introduction, conclusions and proposals, a list of bibliographical references and appendices are given as separate structural parts, but are not numbered.

The list of abbreviations includes the abbreviations used in the paper (arbitrary signs, symbols, units and terms), they are deciphered. The list of abbreviations is optional if there are less than 20 of them and each of them is repeated less than three times in the text. In this case, the abbreviation is decrypted the first time it is used.

The introduction describes the scientific problem analysed in the paper, defines the relevance of the topic in question, presents the research object, goal and objectives, indicates the research methods, summarizes the literature, reveals the structure of the paper.

In the main part, with reference to the objectives set out in the introduction, the research is presented and the scientific sources are analysed. This structural part is divided into chapters, parts, paragraphs. Each chapter ends with a summary.

In the conclusions, without repeating the generalizations of the chapters, the most important conclusions of the paper are formulated. They must be based on the material under analysis, formulated concisely, without deviating from the objectives set in the introduction of the paper.

The list of bibliographic references includes, in accordance with the relevant requirements, bibliographic descriptions of scientific literature of cited, paraphrased, referenced, and mentioned printed, manuscript and electronic documents (see Chapter “Bibliography formatting in written works”).

The appendices provide valuable paper-supporting material (publications of important sources, directives and normative documents, detailed tables, illustrations, sample questionnaires, survey material, etc.).

Criteria for evaluation of the research paper:

- analysis, referencing, paraphrasing, interpretation of the most important scientific literature, sources (if necessary);
- completeness of the analysis of the research object from the theoretical / empirical / methodological point of view, interpretation of the research data;
- formulation of consistent and independently reached conclusions based on the data obtained after the scientific analysis of the research object;
- skills focused on scientific communication (presentation and representation of the paper, defence of statements^{*}).

A student must upload a completed paper to VUSIS. Prior to the evaluation of the paper, a computer-aided verification of the work independence is performed. Papers plagiarized or otherwise violating the principle of academic integrity shall not be evaluated.

Final Master's theses are written in the last year of studies. An author's independently prepared course papers (to the Bachelor's thesis) and research papers (to the Master's thesis) can be integrated into the final thesis, and they can make up no more than 30% of the scope of the final thesis, excluding appendices.

Master's theses are defended in public.

MASTER'S THESIS is a qualitative, analytical, independently prepared, original scientific paper on a specific branch of communication and information sciences.

Master's theses can be historiographical, theoretical, methodological. Historiographical Master's theses analyse, evaluate all the most important historical material (sources and historiography) related to a specific branch, subject, scientific or practical problem of communication and information sciences, or new empirical data independently collected, processed and analysed by a student independently are

^{*} When a paper is defended.

presented, or development regularities, causality, etc. of an analysed branch, subject, problem, object are re-interpreted.

Theoretical Master's theses discuss, analyse and evaluate all fundamental scientific literature related to a specific branch, subject, scientific or practical problem of communication and information sciences, review the most important scientific concepts, propose a new interpretation of scientific theories, concepts, constructions, models, etc., while the theory is supplemented with new data, or new empirical data collected, processed and analysed by the student independently are presented, secondary data analysis is performed (theoretical empirical works).

The methodological Master's theses discuss, analyse and evaluate the (general) methodology of the scientific cognition process of a specific branch of communication and information sciences; scientific literature and sources related to scientific methods and techniques of research of a scientific or practical problem; the process of scientific cognition of a specific branch of communication and information sciences, its certain elements, stages, etc. are analysed; the most important scientific research, their methodology are analysed and evaluated; new research methods are proposed, known methods are re-applied and re-interpreted; new empirical data collected, processed and analysed by the student independently, obtained by applying known or new research methods, etc., are presented.

The Master's thesis cannot be descriptive, synoptic. It must be analytical, based on independent scientific or applied research. Research can be carried out for different purposes: to supplement scientific knowledge in the field of communication and information (basic research) or to help answer questions that arise in practice (applied research).

The Master's thesis must correspond to the current level of science, it is recommended a mandatory requirement of novelty (it must analyse new factors, phenomena, consistent patterns, known statements are summarized by applying other scientific positions, from another scientific point of view, etc.)

The object of research of the Master's thesis – an individual scientific study - must be related to the theory and practice of specific branch of communication and information sciences, therefore it is recommended that the topic of the Master's thesis corresponds to the study program studied by a student writing the Master's thesis. The Master's thesis is prepared systematically, with the Master's student doing research work throughout the study year.

The goal of the Master's thesis is to expand and deepen the knowledge of the specific branch of communication and information sciences, subjects, to develop the ability to independently search for scientific literature and sources, as well as the ability to evaluate scientific works in the relevant field, solve both theoretical and practical scientific problems, perform research in specific branches of information and communication sciences, to describe them properly, to formulate research conclusions clearly and reasonably, to develop skills of scientific discussions, argumentation, and communication. The volume of the Master's thesis is from 120,000 to 150,000 characters with spaces, excluding appendices (for font size and line spacing, see Part "Text formatting and written work layout"). The defence of papers not meeting the volume criteria is not allowed. Depending on the number of illustrations (figures, diagrams, charts, etc.), a larger deviation of up to 5% is allowed.

Requirements for the structural parts of the Master's thesis:

- The title page is arranged in accordance with the example in Appendix 1.
- The cover letter of the Master's thesis is arranged in accordance with the example in Appendix 2.
- The abstract page contains a bibliographic description of the Master's thesis^{*}, key words (in order of importance) and summaries (in English and Lithuanian).
- The volume of summaries in English and Lithuanian is up to 3,000 characters each.

The summary in Lithuanian must include: the title of the Master's thesis, the author's full name, the word *summary* and a concise overview of the Master's thesis, which would disclose its relevance, research object, goal and objectives, methods and results.

The table of contents must reflect the structure of the thesis in detail - a list of headings of the thesis parts is provided, and their pages are indicated. All structural parts of the thesis - chapters, parts, paragraphs - must have titles (headings), and they must be included in the table of content. The titles must be short, clear and correspond to the essence of the problem, the content of the structural part. The structural parts

^{*} Example of description: Public interests on the Lithuanian media agenda: Master's thesis / Name Last name; supervisor Prof. dr. Name Last name; Vilnius University. Faculty of Communication. - Vilnius, 2018. - 70 p. (140,000 characters): Table - Abbr. Eng. - Bibliogr.: p. 69-70 (76 titles).

of the research paper - chapters, parts and paragraphs - are numbered in Arabic numerals (see Appendix 3).

A list of abbreviations (if applicable), an introduction, conclusions and proposals, a list of bibliographical references and appendices are given as separate structural parts, but are not numbered. The list of abbreviations includes the abbreviations used in the thesis (arbitrary signs, symbols, units and terms), they are deciphered. The list of abbreviations is optional if there are less than 20 of them and each of them is repeated less than three times in the text. In this case, the abbreviation is decrypted the first time it is used.

The introduction presents the scientific problem under the question, substantiates the relevance and novelty of the thesis topic, discusses the historiography of the topic (used scientific literature), presents the research object, goal, objectives, indicates the research methods, discloses the structure of the Master's thesis, describes its scientific and practical value.

By substantiating the relevance of the thesis topic and the research, the problems of the topic are discussed, the problem of this research, the level of cognition of the research object, the need for science and practice necessary to get to know the research object in a targeted manner and to analyse it are presented.

In the second-cycle final papers, based on the concepts of the branch of information and communication sciences, the concepts and methods of other sciences, the problems of these sciences or their disciplines are analysed. The problems substantiate the need for scientific research, demonstrate the relevance and benefits of the scientific research. The relevance of the scientific research can be assessed in different aspects: social, practical, research direction, etc.

The novelty of the thesis topic and research is shown by the theoretical level of understanding the topic issues and practical relevance. When presenting the historiography of the topic, the most important research papers intended for the study of the topic are indicated, and their essence is referred to. If there are no research papers directly related to the topic of the Master's thesis, the research papers most related to the topic are discussed.

When describing the methods of the complete Master's thesis as a research, the research methodology is presented - the choice of research methods is explained, methods for collecting and evaluating

information, theoretical and empirical research methods are discussed, the most important analyzed sources for the issues discussed or research papers are introduced. It is essential to choose methods that are appropriate to address and solve a particular problem. In every written work, theory and research methods are tools for problem solving. It is recommended to use various theoretical methods in Master's theses. For example, deduction (reasoning based on logic when a new statement is formulated from several correct statements (assumptions)), induction (reasoning based on logic, when recurring attributes are made about assigning an object with such features to a particular class of objects), analogy (reasoning based on logic, when two features of an object coincide, it is concluded about the coincidence of features of other objects), extrapolation (reasoning based on logic when research findings of one part of the object are applied to explain another part of the object), comparison (reasoning based on logic, when comparing two objects their similarities and differences are distinguished), etc.

When choosing empirical research methods, it is necessary to evaluate the sources of factual material (opinions, behaviour, activities and their results, etc.) and select the research methods, strategic type of research and research duration, taking into account the purpose and circumstances of a particular research and researcher capabilities. When choosing empirical research methods, it is important to evaluate the validity (feasibility of what is being measured), objectivity (whether a researcher does not influence a research procedure and results), reliability (degree of research accuracy), and representativeness (reasoning of extrapolation of probability-based sample data to the general set). Various qualitative and quantitative empirical research methods can be used in Master's theses, for example, case study, ethnography, content analysis (study of the content of texts, photos, etc.), interviews, focus discussion group, questionnairing, document analysis, observation, experiment, statistical methods, etc. Attention is drawn to the fact that more than one research method must be used for case analysis.

When discussing the structure of the thesis, the content of its chapters is briefly presented, and the issues analysed in separate chapters are summarized.

When presenting the theoretical and practical significance of the thesis, its novelty, practical applicability are highlighted, the verification of research results and conclusions in practice are given.

In the main part, historical, theoretical and factual material is laid out and analyzed in line with the formulated objectives. The main part of the thesis is split into chapters, parts and paragraphs. Chapters conclude with brief summaries.

The main part of the Master's thesis presents the scientific research scope of the analyzed problem (the key works of Lithuanian and other researchers on the chosen topic are discussed, if there are none, on the most relevant topic or topics).

The research performed by the author of the thesis and its results must be described in a separate chapter of the Master's thesis by arguing the links of the author's research between the theoretical or methodological parts of the thesis. The first part of this chapter presents the type of the research performed by the author (e.g., exploratory, descriptive, analytical, etc., cross-sectional, longitudinal, etc., quantitative, qualitative, etc.), research problem, object, subject, research goal, objectives, the main research concepts, their interpretations (if necessary), research hypotheses (if necessary), research method, its choice, suitability, substantiated choice of research object are presented: selection method is discussed, sample (research set), representativeness, etc., time and duration of the research are indicated. It is recommended to use visual text creation tools (tables, charts, etc.) when describing the research results, performing quantitative and qualitative data analysis. The results of the research must be interpreted, their relation to the theory evaluated, the conclusions and suggestions of the research formulated. The research material (questionnaires, transcripts, etc.) is presented in the appendices.

In the conclusions, without repeating the generalizations of the chapters, the original conclusions and recommendations of the thesis are formulated. The conclusions must be based on the analysed material, the data of the research conducted by the author, formulated with reference to the goal and objectives set in the introduction of the thesis.

The list of bibliographic references includes bibliographic descriptions of cited, paraphrased, referenced and mentioned printed, manuscript and electronic documents, scientific literature in accordance with the relevant requirements (see Chapter "Bibliography formatting in written works").

Appendices provide additional and complementary material (e.g. sample questionnaires, larger tables, illustrations, etc.).

Criteria for the Master's thesis evaluation:

- novelty of the research;
- relevance of the research, theoretical level, practical benefits (if possible);
- selection and analysis of scientific literature, referencing, paraphrasing, interpretation;

- analysis of the research object in the selected aspect (correspondence of the content and topic of the thesis, formulation of the goal and objectives of the thesis, relevance of the objectives to achieve the goal and reveal the topic, achievement of the goal of the thesis, implementation of objectives);
- text organization and structuring (e.g. optimization of the thesis structure);
- performance and description of the research, interpretation of the research data (connections of the research performed by the author with the theoretical part, implementation of the research goal, objectives, selection of the relevant research methodology, substantiation of the research methodology, description, application, description of the research process, validity of research conclusions);
- formulation of conclusions (related to the goal of the thesis, logically consistent, based on the material of the work) and insights in the sense of application;
- scientific communication skills (presentation of the essence of the thesis, defence of statements, correct academic language, appropriate terminology).

A student must upload a completed thesis to VUSIS. Prior to its evaluation, a computer-aided verification of the work independence is performed. Papers plagiarized or otherwise violating the principle of academic integrity shall not be evaluated.

TEXT FORMATTING AND WRITTEN WORK LAYOUT

The text of a written work must be printed in high quality. If the text contains colour charts, diagrams, figures or other material, it must be printed in colour.

Written works must be:

stapled to a folder (reports, project reports, creative projects, thematic papers, papers of the journalistic genre. It is not allowed to put separate pages in plastic sleeves);

spiral bound (projects, research, internship reports, course papers, research papers, Bachelor and Master's theses);

the upper side of the last page of the Bachelor or Master's thesis must bear a glued envelope for the review of the thesis and other reviews as well. An electronic copy of the Bachelor or Master's thesis must be stored in storage medium and submitted with the thesis.

Electronic copies of the Bachelor and Master's theses must be uploaded by the authors to the information system of Vilnius University studies.

The large-scale written, video, audio or multimedia expression material in the appendices of these theses is not uploaded to the information system, but is presented in a separate storage medium, which is stored in accordance with the procedure established by the faculty together with the thesis.

The text is printed on A4 sheets in Times New Roman 12 pt font and 1.5 line spacing. The author's last name and the title of the thesis are written on the title page in Times New Roman 14 pt font (see Appendix 1). The size of the footnote text is 10 pt, the spacing between the lines of the footnotes is single. Spaces between words in the text must be single, spaces between text characters must be normal size (0 pt). Spacing between paragraphs - normal size (0 pt). It is recommended to follow the justified alignment of the text in the written work (except for the title page, list of bibliographic references, appendices, etc. in cases when it is not visually necessary). Avoid visual pollution (excessively stretched spaces between words) when following the justified alignment of the text, and use word splitting when needed.

In the text, separate words can be accentuated, highlighted, underlined, have increased spacing. Each highlight creates a visual pause, forms a typography of the text, therefore the text should not bear numerous different ways for word accentuation. The first paragraph of each structural part of the written work begins without indentation on the left of the page, while other paragraphs will be indented by 1 cm.

Blank margins are left at edges of a page where a text is written:

- on the left - 30 mm;
- on the right - 10 mm;
- at the top - 20 mm;
- at the bottom - 20 mm.

Page numbers are continuous throughout the text starting with the title page (title page and content pages are not numbered) and ending with appendices.

Page numbers are written in Arabic numerals at the bottom of the text, to the right of the blank margin. Neither full stops nor dashes are written. The font size of the page numbers is 10 pt.

The text of the main part of the paper is divided into chapters, parts and paragraphs, if necessary, and into clauses.

These parts of the text are numbered in Arabic numerals (smaller numerals are followed by new numerals on the right), for example 1.1., 1.2., 1.2.1., 1.2.1.2.

Each part of the work begins on a new page. Chapters and parts begin on the same page. The titles of the chapters are numbered, without syllable breaking, capitalized, highlighted, while the text is centre aligned. No full stop is placed after the text. The titles of parts and smaller structural parts other than the first one are written in lower case, the text alignment is the same.

The titles of the parts (as well as the words TABLE OF CONTENTS, INTRODUCTION, CONCLUSIONS, LIST OF BIBLIOGRAPHICAL REFERENCES) are written one line below the page margin, while the titles of chapters, parts and other smaller structural parts are separated by single line spaces above and below. Appendices are titled and printed on separate pages.

USE OF WORKS BY OTHER AUTHORS

In a research paper, when using the original ideas and thoughts of other authors, it is necessary to indicate the author of the ideas and thoughts and their source, i.e. the work from which these ideas or thoughts became known. This means that in conveying the ideas of other authors, i.e. when paraphrasing their text, the author and source must be indicated. If the idea used in the text described in other author's work can be understood from a specific place (page or pages) in that work, it is necessary to indicate the specific page (s) when referring to the source. If the idea is perceived from the whole work, only the work is indicated as the source of the idea. A reference to the author and source is given in the text immediately after the sentence conveying other author's idea or thought.

The author of the idea and the source from which the idea originated are indicated by inserting a brief bibliographical reference (by giving the last names of the author (s), the date of publication of the work and, where appropriate, the page (s) reflecting the idea or thoughts used in the work).

Example

John Perry Barlow argues that the evaluation of information is largely based on its content: 'Understanding is a critical element increasingly overlooked in the effort to turn information into a commodity'. (Barlow, 1993, p. 25).

The following is indicated in the list of bibliographic references:

Barlow, J. P. (1994). The Economy of Ideas: Selling Wine Without Bottles on the Global Net. [viewed 02/05/2018]. Internet access:

https://w2.eff.org/Misc/Publications/John_Perry_Barlow/HTML/idea_economy_article.html

If the ideas or thoughts of another author are not expressed and retold in the original, but are delivered in the manner presented by their author, i.e. are copied from the original work (quoted), it is necessary to: extract the quoted text and provide a reference to the author and source. This source, with the full bibliographic reference (according to the rules described in Chapter 4 "Bibliography formatting in written works"), is indicated in the list of bibliographic references of a written work as well.

The author of the written work must make an assessment of the scientific reliability of the cited source and responsibly choose the sources used in the work. It is recommended to avoid citing secondary sources. Sources unread by the author cannot be cited. Works plagiarized or otherwise violating the principle of academic integrity shall not be evaluated.

EXPLANATIONS AND TEXT ILLUSTRATIONS

It is recommended to use tables and figures to summarize the material and illustrate it in written works. Additional brief explanations may be provided in the footnotes if needed.

Explanations are explanatory, critical notes about terms, ideas, and other important aspects of disclosing a chosen research topic in the text that provide meaningful contextual information.

Figures are all graphic, photographic, cartographic or other illustrative visual material. All tables and illustrations must be titled and numbered; tables, other different types of illustrative material must be numbered separately. The titles and numbers of the illustrative material are always written in lower case (except for the first one, which must be capitalized), above the illustrative material (table or figure), in the middle of the page. Part of the title of the illustrative material is the number of the illustrative material, followed by a full stop and the title of that material. The title of the illustrative material does not end in

a full stop. Fonts used in tables and figures, and their size may differ from the font used in the text of the written work. Tables and figures should be compact and not take up more than one page. Larger tables or figures should be submitted as appendices.

The author and source (if applicable) are indicated next to each table and figure. If the table or figure was compiled by the author themselves, there must be a reference to the literature, the sources on which these illustrations are based. The author of the written work is considered to be the author of all tables and figures without references.

All illustrative material of the written work in the text must be discussed, analyzed (not described), with references to it provided.

It is recommended to insert tables or figures following the reference, but in case there is not enough space on the page or about one third of the page remains blank, the table or figure may be given on the next page of the written work.

Example. Every person, a user of an e-scientific work seeking an open access to e-scientific work, i.e. to acquire the right to copy, distribute the work, use it to create and distribute derivative works, should receive the consent (permission) of the author of the e-scientific work or another copyright holder. Such a legal framework would enable to form a proper basis for the creative intentions of users of scientific information, ensure the legitimacy of business models of new information products (Figure 1).

Figure 1. Legal basis for open access to scientific works

FIGURE

Source: compiled by the author

Systematization of information using tables. It is recommended to use tables in written works in order to systematize information. Tables are suitable for presenting information that is better understood in a format consisting of rows and columns. The form and nature of the tables are subject to the data they contain - numbers, symbols, text can be entered in the table cells.

Table cells may contain:

- header cells;

- data cells.

It is recommended to separate the header cells visually (by highlighting the text in them or frame them using thicker lines, or use a coloured background).

The text in each header and data cell begins with a capital letter. The notes in the table header cells are simple, clear and brief. The conventional letter characters entered in the table header cells must be explained below the table (in footnotes to the table) or in the text discussing the table under analysis.

Numbers, symbols, and text are arranged evenly in all table cells (equal alignment, equal line spacing, font, etc.).

Tables are numbered in the following manner: Table 1, Table 2, Table 3, etc. If the work has only one table, the number is still given. The title of the table is written in lower case (except for the first one, which must be capitalized), above the table, in the middle of the page.

Example:

Table 1. Basic second-generation web tools for researchers singled out by Lina Šarlauskienė

Purpose	Tools	Examples
Dissemination of information and news	Blogging tools	<i>Blogger</i> <i>WordPress</i> <i>Posterous</i>
	Microblogging tools	<i>Twitter</i> <i>Tumblr</i> <i>Instagram</i>

Source: Šarlauskienė, 2016.

The following is indicated in the list of bibliographical references: Šarlauskienė, L. (2016). Mokslininko reprezentacijos skaitmeninėje erdvėje sąsajos su publikacijų duomenų bazėmis. *Knygotyra*, 67, 206-225.

If the table needs to be split into two or more parts (e.g. in an appendix and sometimes in a text), the right side of the bottom of the first (second, third, etc.) part should read, for example, “Table 1 continued on the next page”, while the heading of the moved part of the table should read “Table 1 continued”. The table header cells are repeated on each page. Tables taking up more than 1 page are not split in the text, they are moved to appendices where they are broken down.

Text illustration with charts. It is recommended to present the analysis of the collected empirical data and its results visually - to illustrate the written work with charts. When illustrating work with charts, illustrations are called figures in the text, however when defending the work (presenting research data) it refers to charts.

When illustrating the written work with charts, it is important to properly indicate coordinate axes, select scales, variables. Charts can consist of lines, plane or 3D shapes, therefore charts are divided into linear, column, bar, etc.

BIBLIOGRAPHY FORMATTING IN WRITTEN WORKS

Bibliography formatting in a written work consists of the following: a bibliographic reference compiled according to the citation rules and a list of them. VU Faculty of Communication uses the APA (American Psychological Association) referencing style of citation and compiling bibliographic references. Prior to the preparations for a written work, each author must get acquainted independently with the requirements for compiling and submitting bibliographic references.

REFERENCE IN THE TEXT

A bibliographic reference is a reference of one document to another information resource or part of it.

A reference in the text is given in brackets, depending on the cited source, usually indicating an author's last name, the year of publication of the resource (Last name, year), e.g. (Saudargas, 2016).

The exact quote (up to 40 words) is enclosed in quotation marks in the text, the reference is written in brackets indicating the author's last name, date and pages. *Example* (Šukaitytė, 2016, p. 83)

One author: (Šukaitytė, 2016); if the text uses works published by the same author in the same year, they are marked with letter characters (Šukaitytė, 2016a; Šukaitytė, 2016b; Šukaitytė, 2016c); if the text refers

to several works published by the same author in different years, they are arranged in chronological order (Šukaitytė, 2011, 2014, 2018).

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

Three authors: (Domikas, Savičius & Norvydas, 1995) when citing for the first time, all authors are mentioned, other times - only the first author is indicated, e.g. (Domikas et al., 1995).

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

No author: the next consecutive element of the bibliographic description is moved to the position of the author, usually the title (heading), the repeating title further in the text can be shortened. *Example* reference in the text: (For the annual universities and research institutes'..., 2017).

Collective author (institution, association, corporation, state institutions, research groups). When citing several times, an abbreviation may be used in a reference, for the first time - in square brackets and later on - the abbreviation only. *Example* reference in the text: (World Bank, 2016).

Different sources are given in a single reference when several different sources are cited. In parentheses, the sources are arranged alphabetically and separated by semicolons. *Example* (Girdenis, 2000; Gudaitis, 1996; Žukas, 2005).

BIBLIOGRAPHICAL DESCRIPTION OF REFERENCES AND THEIR LISTING

Bibliographic description provides information on documents mentioned or cited in a written work. The bibliographic list of cited sources (resources) is presented at the end of the written work in alphabetical order. In order to correctly compile the list of used sources, it is first necessary to correctly identify the cited source (book, article, electronic document, unpublished document, etc.), determine authorship (author, group of authors, collective author, editor, etc.) and see into the description of the bibliographic methodology.

Capitalization in the bibliographic description must be consistent with the established practice in a language of a cited document. It is recommended to refer to the data on the title page.

BOOK

One author

Last name, N. (Year). Book title: subtitle (edition). Place of publication: Publisher.

Example

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

Two authors

Last name, N.1, & Last name, N.2 (Year). Book title: subtitle (edition). Place of publication: Publisher.

Example

Clark, G., & Phillips, A. (2014). Inside book publishing (5th ed.). London: Routledge.

3-6 authors

Last name, N.1, Last name, N.2, & Last name, N.3. (Year). Book title: subtitle (edition). Place of publication: Publisher.

Example

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

More than 7 authors

Last name, N.1 , Last name, N.2 , Last name, N.3 , Last name, N.4 , Last name, N.6 , ... Last name of the last author, N.x, (Year). Book title: subtitle (edition). Place of publication: Publisher.

Publications by editors

An editor appears in an author's place in the description with the insertion in brackets (Ed.) or (Eds.) if more than one.

Example

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

Part of a book or collection of articles

Last name, N. (Year). Title of a part of the book: subtitle. In Last name of the author of the book, N. (edition), Book title: subtitle (quoted pages (chapter)). Place of publication: Publisher.

Example

Kinni, T. B. (2004). Disney, Walt (1901-1966): founder of the Walt Disney company. In Encyclopedia of Leadership (Vol. 1, p. 345-349). Thousand Oaks, CA: Sage Publications

Ebook with DOI

Example

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

Ebook without DOI

Example

Hartley, P. (1999). Interpersonal communication. [viewed 01/05/2018]. Internet access: <http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=60578&site=ehost-live>

Article in a scientific journal

Last name, N. (Year). Article title: subtitle. Journal title, volume (number), article pages.

Example

Grigorjevas, A., Gramigna, R., & Salupere, S. (2017). A. J. Greimas: the perfection of imperfection. Sign systems studies, 45(1-2), 7-15. <http://doi.org/10.12697/SSS.2017.45.1-2.01>

E-article without DOI

Example

Raman, C. V., & Krishnan, K. S. (1928). A new type of secondary radiation. Nature 121(3048), 501-502. [viewed 01/05/2018]. Internet access: <http://www.scopus.com/inward/record.url?eid=2-s2.0-0013348347&partnerID=tZOtx3y1>

Article in a periodical (daily, weekly, biweekly, monthly, etc.) Last name, N. (day, month, year). Article title: subtitle. Periodical title, article pages.

Example

Chang, K. (5 October 2017). Space council chooses the Moon as Trump administration priority. The New York Times. [viewed 01/05/2018]. Internet access: <https://www.nytimes.com/2017/10/05/science/nationalspace-council-moon-pence.html>

Descriptions of blogs, social media posts

Example of a blog post

Bartusevičiūtė, L. (11 April 2017). Kūrybos ir laisvės proveržis LINK vasaros stovykloje – kitoks požiūris į edukaciją. Prisilietimai [blog post]. [viewed 02/10/2017]. Internet access: <https://prisilietimai.lt/2017/04/11/kurybos-ir-laisves-proverzis-link-vasaros-stovykloje-kitoks-pozioris-i-edukacija/>

Thesis or doctoral dissertation available online

Last name, N. (Year). Title: subtitle (source type). Internet access: e-address

Example

Bražiūnas, M. (2017). Žurnalistikos laukas okupuotoje Lietuvoje (1940-1944) (doctoral dissertation). [viewed 02/05/2018]. Internet access: <https://epublications.vu.lt/object/elaba:23053394/23053394.pdf>

Legislation, cases and other legal documents available online. Collective author. (Year). Document title (month, year, number of creation). [viewed day/month/ year]. Internet access: e-address

Example

Lietuvos Respublikos Seimas. (1996). Lietuvos Respublikos visuomenės informavimo įstatymas (1996, liepos 2, Nr. I-14178). [viewed 25/09/2018]. Internet access: <https://www.e-tar.lt/portal/lt/legalAct/TAR.065AB8483E1E/uAvUdTiNnT>

Unpublished document

Last name, N. (Day, month, year). Title: Subtitle. Fund name (fund, inventory, file, etc.). Repository name, Location.

Example of work

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

MORE EXAMPLES AND DETAILED DESCRIPTIONS

American psychological association. APA style. Internet access: <https://www.apastyle.org/> Publication manual of the American psychological association (6th ed.). (2010). Washington [D.C.]: American psychological association. Internet access: <https://www.derecho.unam.mx/integridad-academica/pdf/R-APA6th.pdf>

Automated support: Descriptions of bibliographic references of APA (6th ed.) citation style are provided at the publications found in the e-catalogue (https://elaba.lvb.lt/primo-explore/search?vid=ELABA&lang=lt_LT&sortby=rank) of the Lithuanian Academic Electronic Library (eLABa). After finding and selecting the publication you are using, select IŠSAMIAU (Eng. IN DETAIL) in the toolbar, then CITAVIMAS (Eng. QUOTE) and KOPIJUOTI (Eng. COPY).

Prepared according to the publication: Rašto darbų metodiniai nurodymai: [Electronic resource] / Vilnius University, Faculty of Communication ; [the publication was updated and amended by Ingrida Girnienė, Vincas Grigas, Jolanta Mažylė, Tomas Petreikis, Martynas Petrikas, Marija Stonkienė]. – Vilnius : Vilnius University : Vilnius University Press, 2018.

APPENDICES

Vilnius University

Faculty of Communication

_____ study program student

(Student's full name)

(Title of the Master's thesis)

Master's thesis

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