KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES

BUSINESS FACULTY

KLAIPĖDOS VALSTYBINĖ KOLEGIJA

CONFERENCE PROCEEDINGS

STUDIES-BUSINESS-SOCIETY: PRESENT AND FUTURE INSIGHTS / STUDIJOS-VERSLAS-VISUOMENĖ: DABARTIS IR ATEITIES ĮŽVALGOS

AUTHOR GUIDELINES FOR PROCEEDINGS PAPERS

The conference proceedings publish (theoretical and/or empirical) research articles which report the results of the research carried out by the authors in the fields of social science, business and public management and education. The authors must sign the *Author(s) Guarantee* by which they:

1. Guarantee each author's contribution to the preparation of the article.
2. Submit original articles which have not been published in full or partially if there is no reference to previous publication provided.
3. Do not provide other authors' ideas, research methodology or discussion of results without references to their publications and do not infringe on the rights of other authors.

The articles may be prepared in Lithuanian or English. The text of the article must comply with the language standard and the formal requirements of computer-typed text free of spelling, punctuation or style mistakes. The articles which do not comply with the norms of the language standard and scientific writing style, and which are not appropriately prepared, are not accepted for reviewing and assessment. The articles submitted for publication are assessed by a reviewer anonymously. After the peer reviewing, taking into account the comments, the articles may be returned to the authors for making corrections.

The structure of the article:

- Title
- Author(s)' first name and surname, academic qualification/ position, affiliation.
- Abstract (up to 250 words). It must be written in the language of the article (LT, ENG), and present an overview of the content of the article including the research aim, methodology and key findings in a concise mode. The abstract includes not more than 5 keywords written on a new line, and separated by commas.
- Introduction. It presents the problem of the research topic, its relevance and overview of previous research, identifies the subject matter of the research, the aim and objectives / the problem (questions) analyzed, and the research methods.
- The body of the article. The body of the article is divided into sections. The sections may be divided into subsections. The main sections of the article may provide additional background for the research and its relevance, description of research methodology (quantitative or qualitative research, data collection methods (e.g., document analysis, observation, interview), sample, research process and ethics, data analysis methods (e.g., Excel, SPSS)), presentation and discussion of the research findings. Sections (do not use the *Heading* function) and subsections (do not use the *Heading* function) are numbered in

Arabic numerals (1., 2., 1.1., 1.2. etc.). The structure of the body, sections and subsections must correspond to the aim and objectives/ research questions identified in the Introduction.

- Conclusions (must be numbered) must correspond to the objectives/ research questions and the structure of the sections and subsections.
- The reference list should include at least 15 sources.
- Summary (500 to 650 words). It must be written in Lithuanian (when the article is written in English) or English (when the article is written in Lithuanian). The summary should present the essential aspects of the article: the research problem, research aim, research methodology (for empirical research), key findings and conclusions. The keywords are written below the summary on a new line in the language of the summary.

Formatting requirements

1. The article must be formatted using Microsoft WordTM. The text is in Times New Roman 12 pt. font, single line spacing, justified.
2. The page layout is size A4 (21 cm x 29.7 cm), with the top and bottom margin of 2 cm, left: 2.5 cm, right: 1.0 cm, indent: 1.0 cm.
3. The length of the manuscript is 7-15 pages.
4. The title is written in 14 pt., bold font; centered; the first letter of each word is capitalized.
5. The Author (s) first name and surname, qualification, and position are in 12 pt., italic font, centered. The name of the author(s) institution is written in 12 pt., italic font, centered.
6. The abstract is in 10 pt. font; keywords are in 10 pt., bold font. The abstract, introduction, conclusions, references and summary are not numbered.
7. The titles of the sections are in lowercase, with the first letter capitalized, in 12pt., bold font, centered.
8. The introduction and the body should use the APA (The American Psychological Association APA Style) referencing style providing references to other sources of literature in the text:

8.1. an author's surname and the year of publication are given in parentheses (Surname, 2015);

8.2. if an author is mentioned in the text, only the year of publication is given in parentheses after the surname, e.g., Surname (2015) stated that...;

8.3. if an organization is the author of the source, or the source has no author, the reference gives only the name of the organization or the title of the source, and the year of publication (The Lithuanian Department of Statistics, 2015);

8.4. when providing a reference to sources of different authors, the authors' surnames and years of publications are separated by semicolon (Surname, 2015; Surname, 2011);

8.5. the publications by the same author are indicated by adding letters a, b, c etc. to the year of publication (Surname, 2015a, 2015b);

8.5. when providing a direct quotation of an author, the page number is included in the reference (Surname, 2015, p.10).

9. Formulas are written with specialized computer tools (e.g., Microsoft Equation 3.0). A formula is placed in the center of a line, followed by a comma, and a link word - „where", „as", „here" - is placed below the formula, on a new line, with the variables provided below in a column. Formulas are numbered in Arab numerals in round brackets. The numeration is provided on the right of the formula using tabulation.
10. Tables and figures are placed near the text in which they are described. Tables and figures are numbered in Arabic numerals using separate enumeration. There must be references to the tables and figures provided in the text, e.g., (Table 1), (Fig. 1).
11. Tables are centered, and the text is in 10 pt. font. The number and the title appear above the table, centered, in 12 pt. font.
12. Figures (graphs, diagrams, etc.) are prepared using applications and are centered in the text. The figures must be vivid and with adequate contrast, inserted in the text and labeled with

numbers in round brackets, e.g., (Fig.1). The title of the figure (the first word capitalized) is placed below the figure, centered, in 12 pt. font. An Arab numeral, which indicates the sequential number of the figure, and an abbreviated word "figure" (Fig.) are placed before the title.

13. It is obligatory to provide a reference to the primary source of the table or figure, or to the publications which were used for producing the table or figure (e.g., Source: Author and title of the source, publication place, year, page). The reference to the source is provided in 10 pt. font.

14. Tables and figures must be black and white, and vivid; the text must be in the Times New Roman 10 pt. font (the smallest size is 9 pt.).

15. The reference list entries should be arranged in an alphabetic order and numerated. The references should use the APA (The American Psychological Association) referencing style (APA Style). If there are a few authors with the same surname, the entries are listed according to the initials. Here are some examples of reference entries:

Book:

Surname, FN. (Year). *Title: subtitle*. Place of publication: Publisher.

e.g. Jonaitis, P. (2012). *Maisto produktų technologija*. Vilnius: Technika.

Article:

Surname, FN. (Year). Title of article. *Title of Journal, volume number*(Issue number), pages. DOI (if has been assigned).

e.g. Jonaitis, M. & Petraitis, H. (2012). Rizikos vertinimas gamyboje. *Naujoji komunikacija*, 5 (170), 1–20. http://dx.doi.org/10.21277/se.v1i85.222

Electronic sources:

Title of the page. Retrieved month day, year, from URL.

Bibliografinė Europos Sąjungos oficialiųjų dokumentų bazė. Retrieved February 18, 2021, from http://www.lrs.lt:10000/esaa/plsg/esaa web.login

16. The text of the summary is in 10 pt. font, justified. The title of the article, authors' first names and surnames, affiliations, and keywords are in 10 pt. bold font. The summary should contain from 500 to 650 words.

The articles prepared in compliance with the requirements for the structure and methodology may be submitted to i.pikturnaite@kvk.lt