



**Ekonomikos ir
verslo administravimo
fakultetas**

**VILNIUS UNIVERSITY
FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION**

METHODOLOGICAL REQUIREMENTS FOR THE PREPARATION OF COURSE PAPERS AND BACHELOR THESES

Vilnius, 2020

Considered by the VU Faculty of Economics and Business Administration Study Panel at the remote meeting on MS Teams platform on 12 June 2020.

Approved by the VU Faculty of Economics and Business Administration Council at the electronic meeting on 1 July 2020.

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TABLE OF CONTENTS

PREFACE	4
1. PECULIARITIES OF WRITING THE COURSE PAPER AND THE BACHELOR THESIS	6
2. STRUCTURE OF THE COURSE PAPER AND THE BACHELOR THESIS	8
3. LAYOUT AND LANGUAGE TO BE USED IN THE COURSE PAPER AND THE BACHELOR THESIS	12
4. CASES OF PLAGIARISM AND USE OF REFERENCES IN THE TEXT	16
5. COMPILING A REFERENCE LIST	19
REFERENCE LIST	22
ANNEXES	23
Annex 1. Example of the Title Page for the Course Paper and the Bachelor Thesis	23
Annex 2. Example of the Contents for the Course Paper and the Bachelor Thesis.....	24
Annex 3. Example of the Summary for the Bachelor Thesis	25
Annex 4. Examples of Tables.....	26
Annex 5. An Example of Figure and its Caption.....	27

PREFACE

The procedures for the preparation, defence and storage of course papers and final bachelor theses for full-time and first cycle students at Vilnius University are provided by “Regulations for the Preparation, Defence and Storage of Written Academic Papers of Vilnius University Students”, approved by Resolution No. S-2017-12-11 of the VU Senate.

The aim of the methodological requirements for the preparation of course papers and bachelor theses (hereinafter – written academic papers) of the Faculty of Economics and Business Administration of Vilnius University is to familiarise students of bachelor study programmes of the Faculty of Economics and Business Administration (hereinafter – FEBA) with specific requirements for the scope, structure and design of academic papers.

Methodological requirements for course papers and bachelor theses are prepared on the basis of the following documents:

- “General Requirements for Execution of Studies”, approved by Order No V-1168 of the Minister of Education and Science of the Republic of Lithuania of 30 December 2016;
- “Description of the Study Field of Economics” approved by Order No V-793 of the Minister of Education and Science of the Republic of Lithuania of 23 July 2015;
- “Description of the Study Field of Finance” approved by Order No V-817 of the Minister of Education and Science of the Republic of Lithuania of 23 July 2015;
- “Description of the Accounting Study Field” approved by Order No V-818 of the Minister of Education and Science of the Republic of Lithuania of 23 July 2015;
- “Regulation for the Study Field of Management and Business Administration”, approved by Order No 2294 of the Minister of Education and Science of the Republic of Lithuania of 31 July 2008;
- Order No V-812 of the Minister of Education and Science of the Republic of Lithuania “On Approval of the Descriptor of the Study Field of Statistics” of 23 July 2015;
- “Study Regulations of Vilnius University”, approved by Resolution No SK-2012-12-8 of the VU Senate Commission of 21 June 2012, amended by version of Resolution No S-2018-5-2 of the VU Senate of 22 May 2018;
- “Regulation of Vilnius University Study Programmes”, approved by Resolution No SK-2013-12-14 of the VU Senate Commission of 24 October 2013;
- “Vilnius University Code of Academic Ethics”, approved by Resolution No S-2018-4-4 of the VU Senate of 17 April 2018;
- “Regulations on the Preparation, Defence and Storage of Written Academic Papers of Vilnius University students”, approved by Resolution No S-2017-12-11 of the VU Senate of 19 December 2017;
- “Description of the Procedure for the Administration of Students’ Written Academic Papers in the Study Information System of Vilnius University”, approved by Order No R-512 of the VU Vice-Rector for Studies of 22 November 2017;
- “Procedure for Assessment of Learning Outcomes of Vilnius University”, approved by Resolution No SK-2012-20-6 of the VU Senate Commission of 13 December 2012; amended by version of Resolution No SPN-1 of the VU Senate of 22 January 2019;

- “Regulations for the Dispute Resolution Commission of the Main Academic Division of Vilnius University”, approved by Resolution No S-2014-10-2 of the VU Senate of 4 December 2014; amended by version of Resolution No SPN-27 of the VU Senate of 16 April 2019;
- “Regulations of the Academic Ethics Commission of the Main Academic Division of Vilnius University”, approved by Resolution No S-2018-4-4 of the VU Senate of 17 April 2018;
- “Regulations of the Study Programme Committee of Vilnius University”, approved by Resolution No SK-2014-4-1 of the VU Senate Commission of 6 March 2014 amended by version of Resolution No S-2017-11-6 of the VU Senate of 21 November 2017.

1. PECULIARITIES OF WRITING THE COURSE PAPER AND THE BACHELOR THESIS

Bachelor students of the FEBA shall complete their bachelor studies when they prepare and defend their bachelor thesis. A course paper is prepared in the semester that is specified in the bachelor study programme. The differences between a course paper and the bachelor thesis are defined in qualitative and quantitative aspects.

Course paper – theoretical and methodological (if planned in the study programme) parts of the bachelor thesis, in which the student performs an analysis of research literature on the chosen topic and provide the basis of the choice of research methods.

Bachelor thesis – an independent written academic paper of a student of the first-cycle studies, that meets the requirements of university studies, shows the student’s ability to apply the knowledge acquired during studies, select and use scientific literature (present, analyse, interpret, etc.), apply research methods, independently solve tasks, present conclusions and recommendations, as well as demonstrating the ability to use the language correctly, accurately and clearly.

The main requirements for preparing the course paper and the bachelor thesis are presented in Table 1.

Table 1

The main requirements for preparing course papers and the bachelor theses

Course paper	Bachelor thesis
Scope of the academic paper	
20–25 pages without annexes	40–50 pages without annexes
Structure of the academic paper	
Title page	Title page
Contents	Contents
Introduction	Introduction
The main section: 1. Analysis of scientific literature (requirements for it meet the requirements for bachelor thesis) 2. Research methods (methodology) (if specified in the study programme)	The main section: 1. Analysis of scientific literature 2. Research methods (methodology) 3. Data analysis and review of research results (detailed author's research)
Conclusions	Conclusions and recommendations
References	References
	Summaries in Lithuanian and English
Annexes	Annexes
Uploading of academic papers	
The course paper is uploaded to the system. A report on academic paper verification check is provided by ESAS ¹ and all electronic verification information on independence in writing the academic paper is provided.	The Bachelor thesis is uploaded to the system. A report on academic paper verification check is provided by ESAS and all electronic verification information on independence in writing the academic paper is provided. The work is uploaded to eLABa ² Warranty
Defence of academic papers	
The course paper is defended in the presence of the supervisor	The bachelor thesis is defended in the presence of the Defence Commission
Duration of the presentation	
7 min.	10 min.

¹ Electronic coincidence recognition system in which a check of the independence of the work is performed in order to determine whether the work is free of plagiarism

² Information system of the Lithuanian Academic Electronic Library, in which research and study documents and (or) their metadata are stored and made available to the public.

The bachelor thesis may be accepted for publication in the 4th year of studies or a student article with a volume of at least 1 author's sheet (40 000 characters) can be already published in a peer-reviewed international scientific journal. In order to defend the bachelor thesis on the basis of a publication, the bachelor thesis must have a title page, contents and summaries in Lithuanian and English. The scope of the work specified in Table 1 does not apply to the bachelor thesis prepared on the basis of the scientific article.

The author of the bachelor thesis is solely responsible for the contents and quality of the work. The academic papers that do not meet these methodological requirements or are not prepared independently are not allowed for defence (for more information on cases of plagiarism, see Chapter 4).

The student must confirm the fact that the bachelor thesis is prepared independently, honestly and in accordance with these requirements by completing the Guarantee, which is submitted together with the bachelor thesis.

2. STRUCTURE OF THE COURSE PAPER AND THE BACHELOR THESIS

Title Page and Contents

An example of the title page is given in Annex 1. The title page is not numbered.

After reviewing the contents, an initial opinion about the work is formed. The titles of some parts of the work, such as contents, introduction, conclusions and recommendations, references and annexes are the same and not numbered in all works, but the titles of the main (body) part are individual, depend on the title, aim and objectives of the work (formulated by the author of the work) and are numbered. Examples of the contents of the course paper and the bachelor thesis are given in Annex 2.

Introduction

The introduction briefly reveals the essence of the work. Its volume in the course paper is 1-2 pages, in the bachelor thesis – 2-3 pages. The introduction must discuss and substantiate the relevance of the topic, the problem, the aim and objectives of the work, the methods used, the logic of delivery and a brief presentation of the structure of the work. From the introduction, the reader must form an overall picture of the work done. The introduction may also mention the difficulties encountered by the author in writing the bachelor thesis or the course paper.

The relevance of the topic and the problem. It is necessary to justify why this particular topic was chosen for the study, what is its novelty and relevance, and to state the reasons for the choice of the topic. It is necessary that the chosen topic of work corresponds to a specific field of study and specialisation. It is appropriate to devote no more than 2 paragraphs to reveal the relevance of the topic. The substantiation of the work should be based on any work (or research) problem, which can be based on previous research or business, trends in the economy. The problem of the work must reveal what scientific and/or practical problem or issue the student is solving.

The aim and the objectives of the work. The aim of the work presented in the introduction must cover all the work and define what the final results are supposed to be achieved. The aim is defined in one sentence; it must correspond to the title of the topic and reflect the chosen object. The aim of the work defines the main question to which the research seeks an answer, and the objectives describe those intermediate questions, without which the main aim of the work cannot be achieved. The objectives of the work (3-5) provide details of the aim of the work and include the main aspects under analysis as well as those of the main (body) part of the work.

When formulating the aim and objectives of the work, it is recommended to use the infinitive forms of verbs, which do not describe the activity, but the intended result, such as: *to evaluate, identify, substantiate, compare, reveal, prove*, etc. For example: "The aim of the work is to evaluate the impact of managerial innovations and their development opportunities in company X". The words *to find out, describe*, etc. should be avoided, as such a result is difficult to define.

The aim and objectives of the work must reveal the essence of the chosen topic. For example, an ill-formulated objective of the work would be to "examine the concept of entrepreneurship", it should be formulated "after examining the concept of entrepreneurship presented by different authors, to identify the features that connect them (or are common to all). It would also be inappropriate to "conduct a consumer survey", it should be worded "after carrying out the consumer survey, to identify the main shortcomings of the company's activities". The objective of the work formulated in this way shows what outcomes are expected from the planned activity. At the end of the work, at least one conclusion corresponding to each objective must be presented.

Methods used. It is necessary to indicate which methods were used in collecting information and

processing statistical data, for example: comparative analysis and synthesis of scientific literature, induction, deduction, systematisation, quantitative and qualitative research methods, etc. The methods are chosen according to the specific study.

The structure of academic papers. At the end of the introduction to the bachelor thesis, the sequence of the sections and the main issues discussed in them are briefly explained. The introduction to the bachelor thesis must indicate which parts of the bachelor thesis and to what extent have been used in previous academic papers, such as an internship report or a course paper.

The Main Part (Body)

This part is devoted to the examination of the chosen topic, therefore its structure must ensure that the aim set for the course paper/ bachelor thesis is achieved, the objectives are examined or solved. The text should be consistent, the arguments provided, excessive information or subjective deviations avoided. The student should clearly state his/her thoughts, substantiate the statements by referring to other authors and citing them, quoting, presenting statistics, calculations or research results. When writing, it is important to avoid narrative - continuous retelling of one author's thoughts, because the main (body) part must be filled in with a systematic and comparative analysis of scientific sources by comparing, grouping, analysing, summarising thoughts and statements of different authors. All the sources mentioned in the text must be reflected in the references and vice versa – all sources mentioned in the references must be mentioned at least once in the academic paper.

A brief summary should be provided at the end of each section. The titles of sections, subsections, and sub-subsections must reflect the essence and content of the text as accurately as possible, and they must be short and clear. The titles should not be repeated, and the titles of sections and other parts should not repeat the topic of the work. The main (body) part must consist of no more than 3 sections, each of which must be divided into subsections or, if necessary, into sub-subsections. It is not appropriate to break it down into too much detail - it is important to keep the subsection or sub-subsection to no less than 1.5 pages.

Analysis of scientific literature. The part of the analysis of scientific literature must contain the scientific substantiation of the topic, i.e. based on the plan of the academic paper, the views and research results of different researchers are summarized. Various theories and concepts are not only described, but also grouped, analysed, compared, systematised, evaluated. This part discusses and summarises the scientific works related to the chosen topic, highlights the positive and negative aspects of the opinions of various authors, and presents a personal approach to the issue. In preparing this part, it is necessary to systematise and summarise the thoughts of different authors on the research topic, to look for similarities or differences of opinions, to present one's opinion on the issues relevant to one's field of research.

The part is prepared by studying the latest scientific literature (it is recommended to use the literature not older than 10 years) of Lithuanian and foreign authors on the topic. In this part, a summary should be made after examining at least 12 scientific sources. Books, journals and electronic resources (subscribed databases such as <http://www.emeraldinsight.com/> or <https://www.sciencedirect.com/> etc. are available from the VU Library (MKIC). To access email resources while working from home, VU students can use the VPN service, which allows them to securely connect to the e- resources of the VU library.

The part of literature analysis in the bachelor thesis should comprise from 30 to 40 percent of academic paper (in the course paper – from 60 to 70%). In essence, when writing this part, it is necessary to prove the necessity of your research and a good theoretical preparation to carry it out.

Research methods (methodology). The research methods (methodology) is presented both in the course paper (if it is specified in the study programme) and in the bachelor thesis (the latter can be integrated into the section of data analysis and results). This part identifies the aim and objectives of

the research, which provide the details of the aim and objectives of the academic paper. In addition, this section justifies the organisation and execution of the survey, provides its scheme, describes the methods: quantitative and/or qualitative, detailed survey instruments (such as compiling a questionnaire), justifies the sampling that ensures the reliability of the survey.

Data analysis and results section. Part of the data analysis and results is necessary for the bachelor thesis. In this part, the situation of the research object (for example, company, business sector, country or its region, etc.) is revealed in detail, the research results are analysed and evaluated. It should be emphasised that it is necessary to conduct an author's research in the bachelor thesis. In this part of the work, it is expedient to present a summary section of the research, which would review the main results of the research.

Conclusions and Recommendations

The conclusions section presents the most important conclusions based on the work done without repeating the summaries written at the end of sections/subsections. It is not advisable to present the conclusions as a summary of the main (body) part. Conclusions and recommendations must directly reflect the objectives set at the beginning of the work. For example, if the introduction of the paper has set the task “to identify the common features after examining the concept of entrepreneurship presented by different authors”, the conclusions must reflect what common features have been identified. Or, if the aim of the work is to “identify the main shortcomings of the company’s customer service after conducting a consumer survey”, the conclusions must reveal which customer service shortcomings have been identified.

After writing the conclusions, it is recommended to write the recommendations. Suggestions (recommendations) must be specific, based on the work done, rational and implementable, with an indication on how they are proposed to be implemented. The student must sign below the conclusions and recommendations.

It is recommended to number the conclusions and recommendations separately.

A Reference List

The description of the scientific literature and other sources used in the written academic paper must be compiled according to the bibliographic rules, based on the requirements of the APA (American Psychological Association) (<https://apastyle.apa.org/style-grammar-guidelines/references>), the publications are arranged in alphabetical order.

A Summary

The summary is written only in the bachelor thesis. It provides two summaries. In a paper written in Lithuanian, it must be written in the standard Lithuanian language and one of the foreign languages (equivalent in English – SUMMARY, in German – ZUSSAMENFASSUNG, in French – RESUME). In the work written in English, the summary is prepared in standard English and Lithuanian. The length of the summary should not exceed 1 page (up to 2000 characters).

The summary provides a short but detailed presentation of the work, emphasizing the most important conclusions and significance of the work. The summary should reflect the relevance of the topic, the aims of the work and the research, the objectives, the research methodology, the main results of the research, the main conclusions and proposals (an example of the summary in English is provided in Annex 3).

Annexes

The annexes provide valuable supporting material (examples of questionnaires and interviews, survey data, directive and normative documents, detailed tables and figures that are important for writing academic papers but were not included in their separate parts, etc.). References to annexes must be provided in the written academic papers.

3. LAYOUT AND LANGUAGE TO BE USED IN THE COURSE PAPER AND THE BACHELOR THESIS

The course paper/ bachelor thesis must be prepared in the standard Lithuanian language, except in cases when the study programme is carried out and the course paper/bachelor thesis is written in a language other than Lithuanian or the supervisor is a foreign lecturer. A student wishing to write a paper in English, when the programme is conducted in Lithuanian, applies to the SPC (see the “Description of the Procedure for the Preparation, Defence, Assessment and Storage of Students’ Written Academic Papers of VU FEBA”).

The language used for writing academic papers must be clear, consistent, correct, show the student’s ability to use scientific language, logically move from one question to another. The work must be free of grammar, proofreading, style and other errors. The writing rules, bibliographic references and the requirements for compiling the list of studies and research publications must be observed.

Table 2

Layout and formatting of the course paper and the bachelor thesis

Layout and formatting requirements	Description
Paper	White, A4, printed on one side of the page
Font	<i>Times New Roman Normal 12 pt</i>
Line spacing	1.5
Text alignment	Justified from the right and the left edges
Margins	On the left side - 2.54 cm, on the right side, top and bottom - 2 cm each.
Highlighting information	<i>Italic, Bold or Underline</i> text formatting; letter thinning function.
Start of writing the text in paragraphs	By indenting the text of the first line 1.27 cm from the left margin of the page (Paragraph/Indentation/left /by 1.27). The text is not indented in the summary.
Page Numbering	<ul style="list-style-type: none"> Arabic numerals in the bottom right corner of the page, without dots or dashes. Pages are numbered from the Introduction (the page numbers are not written on the pages bound above the introduction, but are counted). Page numbering is continuous, with annexes.
Numbering of structural parts	<ul style="list-style-type: none"> In Arabic numerals. Each smaller part (subsection, subsubsection) must have the number of the corresponding larger part of the work, extended by an additional digit; this is separated by a dot (for example, 3.1; 3.1.1).
Writing titles of chapters, as well as the words <i>Santrauka, Summary, Contents, Introduction, Conclusions and Recommendations, References, Annexes</i>	<ul style="list-style-type: none"> Bold, capitalized <i>Times New Roman Normal 14 pt Bold</i>. Start on a new page and write one line below the beginning of the sheet field. No punctuation marks are placed at the end of the names of sections and other structural elements. If there are annexes in the academic paper, the page numbering remains continuous. If there is more than one annex, it is advisable to start with a separate sheet called ANNEXES. Then all the annexes are numbered sequentially (numbers are given in the top corner of the page, next to the right-hand margin (Annex 1, Annex 2, etc.).
Layout of the titles of sections	<ul style="list-style-type: none"> Titles of the sections are written in the centre of the page. Titles of the sections cannot contain words moved to the next line in parts. Each section of the academic paper begins on a new page, and subsections and subsubsections are laid out on the same page.

	<ul style="list-style-type: none"> You cannot write a title on one page and start writing the text of the body on another.
Start writing subsections	Immediately after the text, skipping one space.
Writing the titles of subsections	<ul style="list-style-type: none"> The titles of subsections are written in the centre of the page. <i>Times New Roman normal 12 pt, Bold</i> font, in small letters, starting with a capital letter. No punctuation marks are added at the end of the titles of subsections.
Writing and numbering tables	<ul style="list-style-type: none"> The number is assigned in the order of the table in the text. The number in Arabic numerals and the word "table" (for example, Table 1) are written in <i>Bold</i> font. The number and the word "table" are written above the name of the table, in the left corner in <i>Bold</i> font. If the text contains several logically interconnected tables, one after another, in order to emphasize the continuity of the data contained in them, the tables can be numbered by adding a letter to the number of the table (e.g. Table 1, Table 1a, Table 1b in <i>Bold</i> font). The title of the table is written in <i>italics</i> (in small letters, starting with a capital letter) above the table, starting from the left edge of the page. All abbreviations should be explained when designing the table. When describing the data in a table, its number should be indicated in the text and phrases such as "in the table above (below)" should be avoided. It is recommended to use as few lines as possible when formatting tables. Font – <i>Times New Roman Normal 10 or 12 pt.</i> Line spacing is 1 or 1.5. Care should be taken not to split the tables. If necessary, the table can be moved to another page and the words "Continuation of Table 1" can be written on the second page. <p>The name of the source is displayed after each table. If the table in the theoretical part of the work was compiled by the author himself, reference should be made to the literature or sources on which the table is based, for example, "Source: compiled by the author based on Johnson, 2018; Petrikas, 2019; Jonaitis, 2020 ". In the research section, the table provides a reference to the information received in the company, for example, about the structure of the range or financial indicators of the company: "Source: compiled by the author on the basis of internal data of AB X. And to illustrate the research, the reference is as follows: "Source: prepared by the author on the basis of the research".</p> <ul style="list-style-type: none"> The source is written below the table, to the left of the edge. The visual material (tables) used in the text is only commented (discussed), the information in the tables is no longer repeated. It is inappropriate to start and end a section or subsection with a table. An example of a table is given in Annex 4. More examples of tabulation can be found at https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-tables Tables cannot be scanned, they must be clearly legible, quite detailed, presented in the language in which the academic paper is written. The text below the table is written with a space of two lines.
Writing and numbering figures	<ul style="list-style-type: none"> Figures are numbered in the order in which they appear in the text. The number is written in Arabic numerals, a one-character space is made, in <i>Bold</i> font (for example, Figure 3). The number is written above the title of the figure in the left corner. Several meaningfully related and extending figures can be numbered as follows: Figure 1, Figure 1a, and Figure 1b.

	<ul style="list-style-type: none"> • Figures are all graphic material (graphs, drawings, diagrams, photographs reflecting statistical quantitative processes), therefore all the mentioned graphic material can be named only as a figure. This is an international norm. No other wording of the names, such as "graph", "diagram", etc., is allowed. • The title is written in <i>italics</i>, in small letters, starting with the capital, above the figure. The title of the figure is written starting from the left edge of the page. The title of the figure must clearly identify the content of the figure. Each figure is followed by the name of the source, indicating the page where appropriate. If the figure included in the theoretical part of the work was compiled by the author himself, reference should be made to the literature or sources on which these illustrations are based, for example, "Source: Compiled by the author, based on Johnson, 2018; Petrikas, 2019; Jonaitis, 2020 ". In the research section, when the figure provides a reference to the information received from the company, for example, about the structure of the range or financial indicators of the company: "Source: compiled by the author, based on the internal data of AB X. To illustrate the research, the reference is as follows: "Source: prepared by the author based on the research". • The source is written below the figure, to the left of the edge. • The figures (in two-dimensional space, not three-dimensional space) are inserted in the text, after the section they are mentioned in or on another page. • The visual material (figures) used in the text are only commented (discussed), the information present in the figures is no longer repeated. It is inappropriate to start a section or subsection with a figure. • The figures cannot be scanned, they must be clearly legible, in Lithuanian, quite detailed. • An example of a figure is given in Annex 5. • More examples of designing figures can be found here: https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-tables • The text below the figures is written with a space of two lines. • When describing a figure in the text, the number of the figure should be indicated and phrases such as "in the picture above (below)" should be avoided.
Writing footnotes	If the author provides a footnote at the bottom of the page, the text in the footnote is written with one space between the lines.
Writing and numbering formulas	<ul style="list-style-type: none"> • Statistical symbols are written in <i>italics</i>. • Numbered in full, in parentheses, next to the formula on the right side of the page.
Terms	<ul style="list-style-type: none"> • If there are specific terms in the academic paper, it is necessary to discuss them in the text. If these terms do not have a generally accepted equivalent in Lithuanian, published in scientific works, the term in the original language must be indicated in brackets when writing the text, for example: "<...> the term <i>entrepreneurship</i> is increasingly used <...>". • Very common abbreviations (ES, PB, USA, WTO, AB, etc.) are accepted in the text, but frequently used rarer or long titles or terms used by the author in his work need to be explained. Abbreviations can be used below. For the first time, the full name shall be written and an abbreviation shall be given next to the brackets, such as '... small and medium-sized enterprises (SMEs)' ... A publicly accepted or self-suggested abbreviation may be used in the text of the academic paper (except for the title of the topic, content and the titles of sections, subsections).
References	<ul style="list-style-type: none"> • All lines except the first are written with indented 1.27 cm from the left margin of the page (<i>Paragraph / Indentation / Special / Hanging / by 1.27</i>). • Not numbered

	<ul style="list-style-type: none">• Arranged in alphabetical order according to the surname of the first author (if there is no author - according to the first word of the title), strictly according to the specified requirements.• Works by one author are presented in chronological order.
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Source: modified, based on Kasnauskienė, 2016; *American Psychological Association*, 2020.

Formatting requirements are not necessary for defence of the bachelor thesis on the basis of a publication.

4. CASES OF PLAGIARISM AND USE OF REFERENCES IN THE TEXT

Aiming to maintain equal opportunities for the bachelor and master degree students of the faculty to equally understand and adhere to academic ethics, this section has been taken from Methodological Requirements for Master Academic Papers of VU FEBA (Dikčius and Kasnauskienė, 2019), replacing the words “final master thesis” with “final bachelor thesis”, “master student” to “student”.

Writing the bachelor thesis should be based on the thoughts of other authors. The experience of other authors related to the solution of analogous problems can be presented already in the introductory part of the academic paper, when it is necessary to indicate what is already known in the topic under analysis. The analysis of the literature is largely based on the research findings, conclusions and insights of other authors. When preparing the research methodology, it is necessary to use the experience of other authors and interpretations of the results, it is often necessary to compare the obtained results with the research of other authors. Literature can be included in your text by quoting, paraphrasing, referring, analysing, interpreting, polemizing and evaluating it. Improper citation of other authors or inappropriate conveyance of their thoughts may be considered plagiarism.

Clause 19 of the “Code of Academic Ethics of Vilnius University” provides that “Plagiarism is prohibited at the University” (Vilnius University Academic ..., 2018). The most common types of plagiarism are as follows:

- **Authorship plagiarism** is the taking and presentation of another author’s work or chapter as his or her own work (chapter), including a literal or semantic translation from a foreign language.
- **Verbal plagiarism** occurs when an entire sentence, significant phrase, or paragraph is uploaded (copied) from another author’s work without proper reference to the source. Verbal plagiarism is also considered to be a literal or semantic translation of a sentence, significant phrase or paragraph from a foreign language and its presentation without proper indication of the source.
- **Plagiarism by changing the word or plagiarism by paraphrasing.** If a sentence, phrase, or paragraph is taken from another author’s work and one or more words are replaced but the source is not specified, it is also plagiarism. Plagiarism also includes a work that (or part of it) is composed of paraphrased (substituting one word by another) sentences, paragraphs or parts from other sources, without indicating the author and sources. This type of plagiarism is considered to be a situation where the mentioned actions are performed by literal or semantic translation from a foreign language.
- **Incorrect citation** occurs when the text, tables or figures of the written work contain data without indicating the source (except for the cases when the data is collected by the author himself).
- **Self-plagiarism** is the re-use of large volumes of your own text without reference to the source. However, a text written by a student in previous semesters as part of a bachelor thesis is not considered self-plagiarism.
- **Compilation** is another type of plagiarism in which the text consists of fragments copied from various sources, even when the sources are quoted correctly in the text but there is no original text.

Plagiarism also includes situations where the text contains references to non-existent or incorrectly described sources, when the sources mentioned in the text are not included in the bibliography. A breach of the principle of academic integrity is also considered when an erroneous page of the source or the date of visit to a website is indicated.

The bachelor thesis is considered plagiarism if:

- Extracts, in the amount of more than 600 characters excluding spaces, taken from another author's text either copied word-for-word or translated from another language, and inserted in one place of the student's text without citing the source or if citing, but without showing the copied text as quotations (without quotation marks).
- Extracts in excess of 1200 characters, excluding spaces, used in at least one place of the student's text, taken from another author's (one or more) paraphrased text (individual words and sentences may be replaced, but the content of the foreign text is retained) without reference to the original source. In this case, it also applies to the situation where a literal or semantic translation from a foreign language is used.
- The text, tables or figures used the student's work contain data without indicating the source (except for the cases when the data was collected by the author himself).
- The total amount of coincidence with other works, determined by a plagiarism screening programme or manual calculation, is 15 percent or more of the student's work, excluding coincidences that are not considered plagiarism, such as a bibliography, properly cited references, citations, common knowledge, and so on.
- The number of matches with a single source, as determined by a plagiarism screening programme or manual calculation, is 5 percent or more of the student's work, excluding coincidences that are not considered plagiarism, such as a bibliography, properly cited references, citations, common knowledge, and so on.
- The work was not prepared by the student himself, but purchased, downloaded from the Internet or otherwise received from third parties.

The student can avoid plagiarism and the serious consequences associated with it by properly referring to the literature source used. VU FEBA students are encouraged to use the APA (American Psychological Association) text reference system. In case, direct citation is used (literally quoting another author's material or translating it from another language); quotations in the text are given in quotation marks, in accordance with the punctuation rules. At the end of the quote, a link to the source used by the student and the page cited must be provided. Quotations of no more than two or three sentences should be inserted into the text creatively, in the right place, **only occasionally and only in cases** where the author's words are very important. According to the APA style, a direct quotation should be limited to a length of maximum 40 words given in quotation marks per paragraph. Long quotes should be avoided, and a quote of one paragraph and longer is already considered a case of plagiarism.

An indirect citation is used to retell the thought of another author or the thought of another author is used to support one's own thought (in comparing research results, conclusions, etc.) or by modifying a model (scheme, graph, etc.). It is not necessary to use special punctuation for indirect citations, but a reference to the original source must be provided. A reference to the original source is given at the end of the sentence (when the whole sentence consists of another author's thought) or after a particular word or words (as long as they are "borrowed" from another author). Sometimes the author of the original idea becomes an integral part of the text written by the student, then no additional references are required.

According to the APA standard, references in the text should be provided in the following ways:

A. If the author's surname (or surnames) does not become a natural part of the sentence, the author's surname (neither the name nor the letter of the name is written) and the year of publication, separated from the surname by a comma, are written at the end of the sentence or after a certain significant word, for example: (Stoma, 2017), (Greetham, 2008), (Lukin, 2019).

When referring to the works of several authors, the reference is inserted in alphabetical order with

the author's name, year of publication, and after the semicolon - the name and year of another author, for example (Stoma, 2017; Petraitiénė, 2004).

When the indicated source is written by two authors, the word "and" should be written between their surnames, and the surnames are presented in the same order as in the used source, for example (Stoma and Petraitis, 2017).

When the source used is given using the thoughts of three to five authors, the names of all authors are written in the first time in the text and the suffix "and" is written before the last name, for example (Stoma, Mackevičienė and Antanaitis, 2017). When referring to the same source other times, the name of the first author and "et al." are written, for example (Stoma et al., 2017).

When referring to the works of six or more authors, the name of the first author and "etc." are written, as well as the year of publication, separated by a comma, for example (Stoma et al., 2017; Smith et al., 2013).

When referring to the information provided by the organisation or institution, its name and year are given, for example (United Nations, 2016). If there is a well-known abbreviation for the organisation in question, the full name of the organisation and its abbreviation in brackets should be given first, followed by an abbreviation only, for example (UN, 2016).

If a source whose authors' surnames are the same is used, the first letter of the name is written before each surname, for example (P. Stoma, 2010; S. Stoma, 2018).

Using works written by the same author in the same year, a, b, c, etc. are written in small letters next to the year in alphabetical order. i.e., (Stoma, 2009a).

Unpublished interpersonal communication (interviews with experts, e-mails, telephone recordings) should include the first letter (s), name (s) and date of the name (s), for example: 'P. Stoma (interpersonal communication, September 20, 2016) spoke out strongly against plagiarism'. Interpersonal communication is not required in the list of literature and sources.

B. If the surname (or surnames) of the author of the quoted text or thought becomes a natural part of the sentence, the year of publication is written in brackets after the surname, for example, "Stoma (2017) carried out research and also found a connection ...". If the author of the publication is not one, quotation is presented in the same way as in case A already described.

Citation of ideas that were cited in your source involves the indication of the author of the primary source in the text or in parentheses, followed by the name and year of the author of the secondary source, for example, "... Mackevičienė, as cited in Stoma (2017), states that ..." It should be noted that the list of literature in this case includes a secondary source, i. e. the source read by the author.

5. COMPILING A REFERENCE LIST

A reference list includes only those scientific literature publications and sources that were used (read, analysed) by the author of the academic paper who wrote it and provided references in the text. A reference list does not include notes of lectures or unpublished articles. When writing a paper, it is not recommended to use the online daily Delfi and similar news portals, as well as *Wikipedia*, unless the primary sources are found and analysed.

Both, when quoting and compiling a reference list, it is recommended to follow the APA requirements (APA, 2020), which are widely used in social science research. Based on these requirements, the following are **examples of commonly used sources**.

1. BOOKS (*the title of the book is written in italics*)

Gyls, P. (2018). *Antiekonomika*. Vilniaus universiteto leidykla.

Held, D., McGrew, A., Goldblatt, D. ir Perraton, J. (2006). *Globaliniai pokyčiai: politika, ekonomika ir kultūra*. Margi raštai.

Clayman, M. R., Fridson, M. S., & Troughton, G. H. (2012). *Corporate finance: A practical approach* (2nd ed.). Hoboken, NJ: John Wiley & Sons.

Books with and without a digital identifier (DOI)

Feldman, A. M. & Serrano, R. (2006). *Welfare Economics and Social Choice Theory* (2nd ed.). Springer, Boston, MA. <https://doi.org/10.1007/0-387-29368-X>

Čiegis, R., Dilius, A., ir Štreimikienė, D. (2020). *Pajamų nelygybės poveikio ekonomikos augimui ir darniam vystymuisi vertinimas Europos Sąjungos šalyse*. Vilniaus universiteto leidykla. https://www.vu.lt/leidyba/images/eknygos/Pajamu_nelygybes_poveikio_vertinimas_ES_salyse_2020.pdf

Books indicating a scientific editor or compiler

Bulotaitė, L. (Sud.). (2008). *Vaikų psichologinis konsultavimas*. Vilniaus universiteto leidykla.

Melnikas, B. (Red.). (2016). *Ekonomikos modernizavimas. Globalizacijos iššūkiai ir ekonominė politika*. Vilniaus universiteto leidykla.

Albarran, A., Mierzejewska, B., & Jung, J. (Eds³). (2018). *Handbook of Media Management and Economics*. Routledge. <https://doi.org/10.4324/9781315189918>

Chapters in books written by individual authors

Bieliauskaitė, R. (2008). Žaidimo terapija. Iš L. Bulotaitė (Sud.), *Vaikų psichologinis konsultavimas* (p. 186–197). Vilniaus universiteto leidykla.

Kučinskienė, M. ir Jatuliavičienė, G. (2010). Verslininkystė ir verslumas integruotoje prekių ir paslaugų rinkoje didėjančios konkurencijos sąlygomis. Iš *Paslaugų verslas integruotoje rinkoje: permainingos ir tendencijos*. (p. 35–72). Vilniaus universiteto leidykla.

³ If the editor or compiler is one, then it is written without "s".

Cleland, J., & Kaufmann, G. (1998). Education, Fertility, and Child Survival: Unravelling the Links. In A. M. Basu & P. Aaby (Eds.), *The Methods and Uses of Anthropological Demography* (p.p. 128–152). Clarendon Press.

Articles in the encyclopaedia

Lazutka, R. (2004). [Gyventojų pajamų diferenciacija](#). Iš *Visuotinė lietuvių enciklopedija*. (T.6: Fau-1 – Goris, p. 724–725). Mokslo ir enciklopedijų leidybos institutas.

2. ARTICLES IN JOURNALS (*the title of the journal is written in italics*):

Lazutka, R. (2008). Aims and Results of Partial Privatization. *Ekonomika*, 82, 104–126.
<https://www.journals.vu.lt/ekonomika/article/view/17662>

Bonsón-Ponte, E., Cortijo-Gallego, V., & Escobar Rodriguez, T. (2008). Web Quality in Lithuanian Financial Institution: a Comparison with the EU Results. *Ekonomika*, 82, 31–40.
<https://www.journals.vu.lt/ekonomika/article/view/17657>

Rakšnys, A. V., Valickas, A. ir Vanagas, R. (2020). Bendradarbiavimu grįstų inovacijų kūrimo ir įgyvendinimo iššūkiai viešojo sektoriaus organizacijose. *Viešoji politika ir administravimas*, 19(1), 9–21. https://www.mruni.eu/lt/mokslo_darbai/vpa/paskutinis_numeris/

Articles with DOI

Klyviene, V., & Kedaitiene, A. (2020). The Relationships between Economic Growth, Energy Efficiency and CO2 Emissions: Results for the Euro Area. *Ekonomika*, 99(1), 6–25.
<https://doi.org/10.15388/Ekon.2020.1.1>

3. LAWS AND OTHER LEGAL DOCUMENTS

Lietuvos Respublikos akcinių bendrovių įstatymas (aktuali redakcija 2014-09-24). Nr. VIII-1835. *Valstybės žinios*, 2000, Nr. 64–1914.

Lietuvos Respublikos gyventojų pajamų mokesčio įstatymas (galiojanti suvestinė redakcija [2020-02-01–2020-06-30](#)). Nr. IX-1007. <https://e-seimas.lrs.lt/portal/legalActEditions/lt/TAD/TAIS.171369?faces-redirect=true>

Lietuvos Respublikos Vyriausybės 2018 m. gruodžio 12 d. nutarimas Nr. 1297 „Dėl Terminuotų darbo sutarčių dėl mentorystės sudarymo tvarkos aprašo patvirtinimo“. <https://www.e-tar.lt/portal/lt/legalAct/2a5c51d0036e11e9a5eaf2cd290f1944>

4. REVIEWS, REPORTS, PRESENTATIONS OF ORGANISATIONS

European Commission. (2010). *Regional Policy contributing to smart growth in Europe 2020*. https://ec.europa.eu/regional_policy/en/information/publications/communications/2010/regional-policy-contributing-to-smart-growth-in-europe-2020

Lietuvos bankas. (2020). *Metų ataskaita 2019*. <https://www.lb.lt/lt/apzvalgos-ir-leidiniai/category.38/series.204#group-2>

Lietuvos bankas. (2020). *Pranešimas Lietuvos Respublikos Seimui (2020 m. balandžio mėn.)*. <https://www.lb.lt/lt/apzvalgos-ir-leidiniai/category.38/series.203>

5. SOURCES OF STATISTICAL INFORMATION

Frequently updated information

Lietuvos bankas. (2020-04-29). *Toliau sparčiai didėjo Lietuvos rezidentų indėliai, o paskolos jiems mažėjo*. [Žiūrėta 2020-06-01]. <https://www.lb.lt/lt/naujienos/toliau-sparciai-didejo-lietuvos-rezidentu-indeliai-o-paskolos-jiems-mazejo>

Information stored on websites

Lietuvos bankas. (2019-04-29). *Metinių finansinių ataskaitų rinkinys (2018 m.)*. <https://www.lb.lt/lt/apzvalgos-ir-leidiniai/category.38/series.201#group-2>

6. INTERNAL DOCUMENTS OF ORGANISATIONS

Vilniaus universiteto senato 2020 m. balandžio 21 d. nutarimas Nr. SPN-22 „Dėl Vilniaus universiteto senato 2020 m. balandžio 7 d. nutarimo Nr. SPN-15 „Dėl 2019–2020 studijų metų pavasario semestro studijų Vilniaus universitete vykdymo nuotoliniu būdu“ įgyvendinimo“. <https://www.vu.lt/studijos/studentams/studijas-reglamentuojantys-dokumentai>

7. DISSERTATIONS, MASTER THESES, ETC.

Doctoral dissertations

Kulikauskas, D. (2016). Measuring housing price misalignments in the Baltic State [Daktaro disertacija, Vilniaus universitetas]. eLABa – nacionalinė Lietuvos akademinė elektroninė biblioteka.

Master theses

Uzdraitė, J. (2017). [*Darbo jėgos migracija Europos Sąjungos šalyse*](#) [Magistro darbas, Vilniaus universitetas]. eLABa – nacionalinė Lietuvos akademinė elektroninė biblioteka.

REFERENCE LIST

- American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>
- Dikčius, V., Kasnauskienė, G. (2019). Magistro baigiamojo darbo metodiniai reikalavimai. Ekonomikos ir verslo administravimo fakulteto verslo ir viešosios vadybos krypties magistro studijų programų studentams. [žiūrėta 2020-04-02]. https://www.evaf.vu.lt/dokumentai/MAGISTRO_BAIGIAMOJO_DARBO_METODINIAI_REIKALAVIMAI_2019.pdf
- Fominienė, A., Jatuliavičienė, G. ir Gaižauskas, L. (2016). Kursinių ir baigiamųjų bakalauro darbų rengimo, gynimo ir vertinimo tvarka. Metodiniai nurodymai. [žiūrėta 2019-05-01]. https://www.evaf.vu.lt/dokumentai/Studentams/Metodinė_informacija/Kursiniu_bakalauro_darbu_metodiniai_2018.pdf
- Kasnauskienė, G. (2016). *Magistro darbų rašymo metodiniai nurodymai Vilniaus universiteto Verslo mokyklos studentams*. [žiūrėta 2019-05-01]. <http://www.vu.lt/uploads/pdf/metodiniai%202016/Magistrinio%20metodiniai%20nurodymai.pdf>

ANNEXES

Annex 1. Example of the Title Page for the Course Paper and the Bachelor Thesis

VILNIUS UNIVERSITY
FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

(STUDENT'S NAME AND SURNAME IN CAPITAL LETTERS)
(Year of studies, study programme, field)

Course Paper / Bachelor Thesis

(TITLE OF THE ACADEMIC PAPER IN CAPITAL LETTERS)

Student _____
(signature)

Supervisor _____
(scientific degree of the supervisor, academic
title, name, surname)

(signature)

Date of submission of the academic paper

Registration No. _____

Assessment of the academic paper

(Date, assessment score, signature of the
chairman of the commission)

Vilnius, 20....

Annex 2. Example of the Contents for the Course Paper and the Bachelor Thesis

A SAMPLE CONTENTS FOR THE COURSE PAPER

INTRODUCTION

1. THEORETICAL ASPECTS OF POSSIBILITIES FOR EXPORT

1.1. The concept and importance of export

1.2. Methods for organising export

1.2.1. Organising a direct export

1.2.2. Organising an indirect export

1.3. Evaluation of the business environment determining the development of export opportunities

1.4. Choice of export market

2. RESEARCH METHODOLOGY APPLIED IN EXAMINING EXPORT POSSIBILITIES OF UAB MEDIENA (this chapter is prepared if it is planned in the study programme)

CONCLUSIONS

REFERENCES

ANNEXES

A SAMPLE CONTENTS FOR THE BACHELOR THESIS

INTRODUCTION

1. THEORETICAL ASPECTS OF POSSIBILITIES FOR EXPORT

1.1. The concept and importance of export

1.2. Methods for organising export

1.2.1. Organising direct export

1.2.2. Organising indirect export

1.3. Evaluation of the business environment determining the development of export opportunities

1.4. Choice of export market

2. THE RESEARCH METHODOLOGY APPLIED IN EXAMINING EXPORT POSSIBILITIES OF UAB MEDIENA AND THE RESULTS OBTAINED (this chapter is prepared if it is planned in the study programme)

2.1. Dynamics of indicators in the wood processing sector

2.2. Research methodology

2.3. Evaluation of research results

2.3.1. Evaluation of the dynamics of the company's export indicators in 2010–2019

2.3.2. Evaluation of the results of qualitative research

2.3.3. Evaluation of the results of quantitative research

2.4. Evaluation of UAB MEDIENA export opportunities

CONCLUSIONS AND RECOMMENDATIONS

REFERENCES

SANTRAUKA

SUMMARY

ANNEXES

Annex 3. Example of the Summary for the Bachelor Thesis

TITLE OF THE BACHELOR THESIS

NAME SURNAME

Bachelor Thesis

Management and Business Administration programme

Faculty of Economics and Business Administration of Vilnius University

Supervisor – lecturer / assoc. prof. / prof.....

Vilnius, year

Summary

42 pages, 12 pictures, 5 tables, 46 references.

The main aim of this academic work was, on the basis of the research literature analysis, to determine the motives that encourage the companies to implement the Lean system, and to evaluate the benefits and perspectives of the implementation of the Lean approach in the selected company. The academic paper consists of three main parts: the analysis of literature, the research and its results, conclusions and recommendations.

The literature analysis was carried out to review the main concepts of the Lean system and introduce the principles, methods and tools of the Lean system, also the requirements for a successful implementation of the Lean approach as well as to indicate the benefits and the advantages that the companies obtain after the Lean implementation process.

Having conducted the literature analysis, the author examined the motives, benefits and perspectives of the implementation of the Lean approach in the selected company. The quantitative research survey was carried out where the employees responded to the questionnaire that was specially compiled by the author to interview the optimisation coordinators in the companies. The main purpose of the survey was to find out if the employees identified and eliminated wastes in their daily work, and how they implemented the Lean approach. It was also very important to obtain feedback from the respondents to find out how the company implemented the Lean system and what changed after the implementation. The research carried out into the surveyed subjects revealed that the implementation of the Lean system caused the increase in services quality, customer loyalty and satisfaction, improved the morale, accelerated the efficiency, reduced the costs and wastes.

The conclusions and recommendations summarize the main concepts of literature analysis as well as the results of the performed research. The author believes that the results of the study could serve as useful guidelines not only to the companies ready to implement the Lean system, but also to those who have already applied the Lean approach - to take more advantages of the system.

On the basis of the findings of this study, a research article was published in xxxxxxxx.

Annex 4. Examples of Tables

Table 1

Dimensions of business incubation in the studies of foreign authors

Business incubation concept	Authors
A <i>process</i> that influences and promotes the development of business	Hannon (2015); Thompson (2017); Ndabeni (2018); Hamdani <i>et al.</i> (2018)
A <i>method</i> that enables newly established companies to survive in their first year of operation	Bollingtoft, Ulhoi (2015)
A <i>programme</i> that encourages to get involved in business	Hamdani (2016)
An <i>environment</i> that creates a unique and flexible complex of business development processes, services, infrastructure, and people	Hannon (2015); Szabo (2016); Voisey, Gornall (2016)
A key <i>component</i> of regional and national economic development strategies	Voisey, Gornall (2016); Szabo (2016)

Compiled by the author based on the sources listed in the table

The digital information is presented in an orderly manner in the tables. When presenting absolute indicators, it is necessary to indicate their unit of measurement (for example, in euros, tons, units, etc.).

Table 2

The main indicators of economic and social development of Lithuania in 2015–2019.

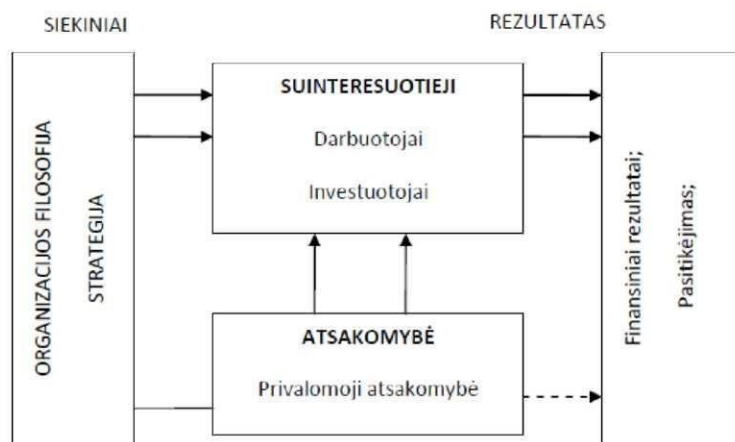
Indicators\Years	2015	2016	2017	2018	2019
Gross domestic product at current prices (EUR million)	xxxxx	xxxx	xxxxx	xxxxx	xxxxx
Changes in GDP (%)	xx.x	x.x	x.x	x.x	x.x
Unemployment rate (%)	xx.x	xx.x	x.x	x.x	x.x
Inflation (compare to December of the previous year) (%)	x.x	x.x	x.x	x.x	x.x

Source: The country's main economic, 2020

Annex 5. An Example of Figure and its Caption

Figure 1

Social responsibility model



Source: Matkevičienė, 2018, p. 59