

METHODOLOGICAL GUIDELINES FOR WRITING STUDY PAPERS IN ENGLISH AT THE FACULTY OF BUSINESS

METHODOLOGICAL HANDBOOK

2024



FACULTY OF BUSINESS

**METHODOLOGICAL GUIDELINES
FOR WRITING STUDY PAPERS IN ENGLISH
AT THE FACULTY OF BUSINESS**

METHODOLOGICAL HANDBOOK

Kaunas, 2024

METHODOLOGICAL GUIDELINES FOR WRITING STUDY PAPERS IN ENGLISH AT THE FACULTY OF BUSINESS, Kauno kolegija Higher Education Institution, Faculty of Business.

Approved at the meeting of Dean's Office, Minutes No. VE6-7 of 25 June 2024.

Reviewer:

Vaiva Šalaševičiūtė, Senior Librarian for Communications at the Library and Centre of Scientific Communication of Kauno kolegija Higher Education Institution.

CONTENTS

INTRODUCTION	4
1. TYPES AND STRUCTURE OF STUDY PAPERS.....	5
1.1. Review	5
1.2. Essay	6
1.3. Article	7
1.4. Course paper	8
1.5. Project.....	9
1.6. Report	10
1.7. Final thesis	11
2. BASIC REQUIREMENTS FOR STRUCTURAL PARTS	13
3. REQUIREMENTS FOR FORMATTING STUDY PAPERS	17
4. LANGUAGE STYLE AND TYPING REQUIREMENTS FOR STUDY PAPERS.....	23
5. GUIDELINES FOR THE PRESENTATION OF STUDY PAPERS	26
REFERENCES AND OTHER INFORMATION SOURCES	28

ANNEXES

Annex 1. Template of the Cover page.

Annex 2. Example of a Summary in Lithuanian.

Annex 3. Example of a Summary in English.

Annex 4. Template of the Contents.

Annex 5. Example of the List of tables and figures.

Annex 6. Template of the structure of the Introduction.

Annex 7. Template of a list of References and other sources of information.

Annex 8. Template of an Article.

Annex 9. Indication of sources of information using footnotes.

INTRODUCTION

Every student at a higher education institution produces written papers as a part of their study programme.

The methodological handbook aims to provide the basic requirements for the content and formatting of course papers. These guidelines for composing study papers are intended for the international students of the Faculty of Business of Kauno kolegija Higher Education Institution (hereinafter referred to as KK).

A study paper is students' independent written work developed using scientific methods. Its content and scope are determined by its nature and purpose.

The purpose of a study paper is to develop students' autonomy and responsibility for the work performed; their professional competencies; the ability to analyse, systematise, summarise, and formulate conclusions; the skills of individual and group work that allow applying the knowledge acquired during studies, and evaluate the outcomes of self-study.

A study paper aims to enable the student to demonstrate their ability to achieve the learning outcomes of a specific study course/module.

Study papers may be composed:

- individually;
- in groups.

The form of accounting for a study paper can be:

- written (digital format);
- written (digital format) and oral presentation.

Following the *Study Procedure at Kauno kolegija Higher Education Institution*, approved by Resolution of the Academic Council No. (2.2.)-3-16, 11/09/2014 (current edition of the Resolution No (2.2)-3-49, 31/08/2023), the student has to comply with the requirements of the *KK Code of Academic Ethics*, the *Law on Science and Studies*, the *Statute*, the *Study Procedure*, the *Study Agreement*, and other legal acts governing studies at KK. The digital format study papers composed by KK students/unspecified students **are uploaded on and stored in KK virtual learning environment**. The study papers (final thesis, course paper, project work, review, etc.) containing textual information and using information sources **have to be checked with the text matching tool to detect plagiarism**. Study papers are the outcome of the student's creative activities and have to be written independently. They are subject to the requirement of originality.

1. TYPES AND STRUCTURE OF STUDY PAPERS

During the course of study, students prepare various types of study papers anticipated in the study programme, i.e., reviews, essays, articles, course papers, projects/integrated projects, reports, and, at the end of their studies, the final thesis. The completed study paper must consist of the structural parts, the sequence of which is provided in Table 1.1.

Table 1.1. Types and structure of study papers

Structural parts	Types of study papers						
	Review	Essay	Article	Course paper	Project/ Integrated project	Report	Final Thesis
	Rw	E	A	CP	P/ IP	R	PBT
Cover page	+	+	-	+	+	+	+
Summary in Lithuanian	+/-	-	+	+/-	+/-	-	+
Summary in English	+/-	-	+	+	+	-	+
Contents	+	+	-	+	+	+	+
List of tables and figures	+/-	-	-	+/-	+/-	+/-	+
Concepts	+/-	-	+	+/-	+/-	+/-	+/-
Introduction	+	+	+	+	+	+	+
Theoretical part	+	+	+	+/-	+	-	+
Analytical part	-	-	+/-	+/-	+/-	+	+
Project part	-	-	+/-	+/-	+/-	+/-	+
Conclusions	+	+	+	+	+	+	+
References and other sources of information	+	+	+	+	+	+	+
Annexes	+/-	+/-	-	+/-	+/-	+/-	+

+ compulsory part of the study paper;

- optional part of the study paper;

+/- lecturers/supervisor(s) decide on the necessity of this part of the study paper.

For more details on separate structural parts of study papers, see Section 2.

1.1. Review

A **review** (Rw) is a theoretical study paper intended to provide a detailed analysis of a specific topic. It presents the opinion of several scholars on the subject under study. While discussing the issue, the student organises information sources and presents conclusions (see Table 1.2).

Table 1.2. The structure of a review

Structural parts	Requirements
Cover page	Follow the example in Annex 1, e.g., Review for the Study Course Basics of Law.
Summary in English	Summary in English is optional but preferable. It is up to 300 words long. The summary should include the author(s)' name(s) and surname(s); the title and type of the paper; the name(s) and surname(s) of the lecturer(s); a brief description (relevance) of the paper, its aim, the methods used, the findings; the conclusions, and the scope (see Annex 3). The summary is not included in the contents of the review.
Contents	It lists the titles of sections, subsections, and page numbers. The List of tables and figures, Introduction, Conclusions, References and other sources of information and Annexes are not numbered (see Section 2 and Annex 4). The headings of the sections should have numbers. The page numbers start with the part that is included in the contents.

the table is continued on the next page

Structural parts	Requirements
List of tables and figures	List all tables and figures provided in the review in sequence, i.e., give the number and title of the table/figure, the page on which it is located (see Annex 5). Please note that no references to literature sources are required in the list.
Introduction	Describe the relevance of the paper; define the object of the work, its aim and objectives; outline the methods (e.g., analysis of scientific literature, etc.); summarise the findings and indicate the structure of the paper (see Annex 6).
Theoretical part: elaborating on the topic	Based on references and other sources of information (at least five sources are recommended), describe the topic as accurately as possible. It is recommended to refer to the most recent scientific publications in KK databases (https://biblioteka.kaunokolegija.lt/istekliai/elektroniniai-istekliai/). Discuss the most important concepts and theoretical models chosen, including Lithuanian ones; highlight any contradictions; present and compare the different approaches and arguments of various authors. Generalise the material and (or) statistical data presented in the scientific literature on the chosen topic. The study paper should be based on a coherent and systematic analysis of the scientific literature, citing or paraphrasing sources of information following the requirements of library research.
Conclusions	Provide key generalisations, systemise scientific theories. Conclusions should comply with the objectives stated in the introduction.
References and other information sources	Provide the bibliographic descriptions of references and other sources of information used (cited) in the paper in accordance with international APA rules (see Section 2 and Annex 7). The descriptions should be provided in the original language.
Annexes	Provide annexes that complement the review (tables, charts, and other supplementary material). Annexes are numbered separately. The text and annexes should be cross-referenced.

The length of a review is 15-20 pages. When it is a group paper, the scope is discussed with the lecturer(s).

1.2. Essay

An **essay** (*French: essai – attempt*) (**E**) is a structured, coherent, short, and easy-to-read piece of writing of conceptual nature. The questions posed in such a paper do not have a clear-cut answer. Instead, an essay provides statements and evaluations of the issue from entirely different perspectives.

In an essay, the student is expected to present a clear and reasoned critical approach to the claims made in the scientific literature and the issues addressed. They must analyse them, propose solutions, identify directions for future research, and encourage a discussion. An essay is a free composition.

Although the structure of an essay is rather loose, the following parts are necessary: introduction (raising the issue, intriguing the reader); development of the topic (dividing the problem into parts, argumentation, supporting it by quotations, images); conclusions (main emphasis); references and other information sources, and annexes (see Table 1.3).

Table 1.3. The structure of an essay

Structural parts	Requirements
Cover page	Follow the example in Annex 1, e.g., Essay for the Study Module Organisation of Active Leisure; Essay for the Study Course Basics of Law.
Contents	It lists the titles of sections, subsections, and page numbers. Introduction, Conclusions, References and other information sources and Annexes are not numbered (see Section 2 and Annex 4). The headings of the sections should have numbers. The page numbers start with the part that is included in the contents.
Introduction	When writing an essay, the introduction is intended to raise an issue and arouse interest. It may also describe the relevance of the topic.
Theoretical part: elaborating on the topic	Based on references and other sources of information (at least three sources are recommended), develop the topic, make claims, and evaluate the issue from different reasoned perspectives, supported by quotations. References should be cited or paraphrased according to the requirements of literature analysis.
Conclusions	Provide the main point of emphasis, generalise.
References and other information sources	Provide the bibliographic descriptions of references and other sources of information used (cited) in the paper in accordance with international APA rules (see Section 2 and Annex 7). The descriptions should be provided in the original language.
Annexes	Provide annexes that complement the paper. Annexes are numbered separately. The text and annexes should be cross-referenced.

The length of an essay is 10-15 pages.

1.3. Article

An **article (A)** is a structured, coherent, short piece of academic writing of a theoretical and(or) practical nature. It presents the research results or a valuable analysis of the findings of the research carried out by scientists (see Table 1.4). The structure of an article is presented in Table 1.4.

Table 1.4. The structure of an article

Structural parts	Requirements
Title	Capital letters, centre alignment, 14 pt, bold (see Annex 8)
Author(s)* name(s) and surname(s)	Centre alignment, 12 pt, bold italic (see Annex 8)
Name of the institution represented	Centre alignment, 10 pt, <i>italic</i> (see Annex 8)
Abstract	It should be written at the beginning of the article, 10 pt, regular font, in the language of the article. The abstract briefly describes the content and the main issues analysed. It should be followed by keywords, i.e., 3-5 key concepts (see Annex 8).
Introduction	It should be written in 10 pt, regular font. The title Introduction is 10 pt, bold, centre alignment. Indicate the relevance of the topic of the paper; the research problem, the subject of the study, aim and objectives, the methods applied (see Annex 8).
The main body of the article	Theoretical background, findings, and analysis of the research. Section headings should be 10 pt, bold. The text of the paper is 10 pt, regular font. Titles of tables and figures are 10 pt, bold. Text in the tables is 9 pt, regular font. In the text, the references to the sources used should be made following APA rules or footnoted.
Conclusions	They should be written in 10 pt, regular font. The title Conclusions is 10 pt, bold, centre alignment. Formulate the essential conclusions based on the findings of the study/analysis. The conclusions are the answers to the objectives set out in the Introduction. Proposals or recommendations can be made. Conclusions should be specific, concise, and numbered (see Annex 8).
List of references	Provide the bibliographic descriptions of references and other sources of information used (cited) in accordance with international APA rules (see Section 2 and Annexes 7 and 8). The descriptions should be provided in the original language, 9 pt, regular font.
Summary in Lithuanian	It should be written in 8 pt, regular font. At the end of an article written in English, the title, the summary, and keywords in Lithuanian should be provided (see Annex 8).

* The name, surname, and the abbreviation (stud.) should be included, e.g., Name Surname (stud.). The name and surname of the lecturer should be preceded by 'supervisor' with the abbreviation of the scientific degree, if any, e.g., Supervisor Dr Name Surname. The academic rank (associate professor, lecturer, assistant professor) does not need to be indicated.

The length of an article is 5–7 pages. The structure and guidelines for the article are intended for publication in the proceedings of the conference “Business Issues from the Future Specialists’ Point of View”. Therefore, if the article is to be published in another journal, the guidelines for that particular publication should be followed.

1.4. Course paper

A **course paper (CP)** is an independent piece of work of an analytical nature, the aim of which is to demonstrate the student’s ability to analyse relevant contemporary issues (problems) creatively, coherently and comprehensively, to apply appropriate theoretical methods, to carry out empirical research and to formulate conclusions and proposals based on the results of the research. (see Table 1.5).

Table 1.5. The structure of a course paper

Structural parts	Requirements
Cover page	Follow the example in Annex 1, e.g., Course Paper for the Study Module Management of E-Business, Course Paper for the Study Course Financial Analysis.
Summary in English	Summary in English is compulsory. It is up to 300 words long. The summary should include the author(s)’ name(s) and surname(s); the title and type of the paper; the name(s) and surname(s) of the lecturer(s); a brief description (relevance) of the paper, its problem, subject, aim, the methods used, the findings, conclusions, and the scope (see Annex 3). The summary is not included in the contents.
Contents	It includes the titles of sections, subsections, and page numbers. The List of tables and figures, Introduction, Conclusions, References and other information sources and Annexes are not numbered (see Section 2 and Annex 2). The headings of the sections should have numbers. The page numbers start with the part that is included in the contents.
List of tables and figures	List all tables and figures provided in the course paper in sequence, i.e., give the number and title of the table/figure, the page on which it is located (see Annex 5). Please note that no references to literature sources are required in the list.
Introduction	Describe the relevance of the paper; define the subject, the aim, objectives; outline the methods (e.g., analysis of scientific literature, documents, survey, etc.); shortly describe the findings and the structure of the paper (see Annex 6).
Theoretical part	This part is written if it is included in the tasks of the CP. Based on references and other sources of information (3-5 primary and up to 15 additional sources are recommended), specify the problem to be addressed as precisely as possible. It is recommended to refer to the most recent scientific publications in databases (https://biblioteka.kaunokolegija.lt/istekliai/elektroniniai-istekliai/). Discuss the most important concepts and theoretical models chosen, including Lithuanian ones; highlight any contradictions; present and compare the different approaches and arguments of various authors. The paper should be based on a coherent and systematic analysis of the scientific literature, citing, or paraphrasing the sources of information following the requirements of library research.
Analytical part	Justify and describe the research methodology (formulate the methods, describe the organisation of the research and the statistical methods of data processing). Analyse and generalise the data of the research/study/project. When analysing the research results, it is necessary to present them visually using graphs, tables, figures, charts, formulas, numbers. However, the information provided in tables and figures must not be repeated. It is recommended to present the possibilities for the improvement of the subject analysed, justified by calculations.

the table is continued on the next page

Structural parts	Requirements
Project part	This part is not compulsory for a course paper but is recommended. It should provide concrete, reasoned solutions, anticipate specified options for improving the subject analysed, and substantiate the need for the necessary resources (financial, material, human) by calculations.
Conclusions	Formulate the main conclusions drawn from the research/analysis/project. Conclusions are the answers to the objectives set at the beginning of the paper. They can provide proposals or recommendations, i.e., specific measures to address the problem(s). Conclusions are formulated in a concrete, concise way. They should be numbered and at least one page long.
References and other information sources	Provide the bibliographic descriptions of the sources of information used (cited) in the course paper in accordance with international APA rules (see Section 2 and Annex 7). The descriptions should be provided in the original language.
Annexes	Provide annexes that complement the paper (tables, charts, primary information sources, and other supplementary material). Annexes are numbered separately. The text and annexes should be cross-referenced.

The length of a course paper is 20-40 pages. When it is a group paper, the scope is discussed with the lecturer(s).

1.5. Project

A **project (P)/integrated project (IP)** is a study paper of applied nature, similar in scope and structure to a course paper. It is based not only on theoretical studies but also practical experience. The starting point of project work is a specific problem in a given field (see Table 1.6).

Table 1.6. The structure of a project

Structure	Requirements
Cover page	Follow the example in Annex 1, e.g., Integrated Project for the Study Module Management of Leisure Events; Project for the Study Course Management of Enterprise Finance.
Summary in English	Summary in English is compulsory. It is up to 300 words long. The summary should include the author(s)' name(s) and surname(s); the title and type of the paper; the name(s) and surname(s) of the lecturer(s); a brief description (relevance) of the paper, its subject, aim, the methods used, the findings, conclusions, and the scope (see Annex 3). The summary is not included in the contents.
Contents	It lists the titles of sections, subsections, and page numbers. The List of tables and figures, Introduction, Conclusions, References and other information sources and Annexes are not numbered (see Section 2 and Annex 2). The headings of the sections should have numbers. The page numbers start with the part that is included in the contents.
List of tables and figures	List all tables and figures provided in the course paper in sequence, i.e., give the number and title of the table/figure, the page on which it is located (see Annex 5). Please note that no references to literature sources are required in the list.
Introduction	Describe the relevance of the paper; define the problem, the subject, the aim, objectives; outline the methods (e.g., analysis of scientific literature, documents, survey, etc.); shortly describe the findings and the structure of the paper (see Annex 6).
Theoretical part	Based on references and other sources of information (3-5 primary and up to 15 additional sources are recommended), specify the problem to be addressed as precisely as possible. It is recommended to refer to the most recent scientific publications in databases (https://biblioteka.kaunokolegija.lt/istekliai/elektroniniai-istekliai/). Discuss the most important concepts and theoretical models chosen, including Lithuanian ones; highlight any contradictions; present and compare the different approaches and arguments of various authors. The paper should be based on a coherent and systematic analysis of the scientific literature, citing or paraphrasing the sources of information following the requirements of library research.

the table is continued on the next page

Structure	Requirements
Analytical part	Justify and describe the research methodology (formulate the methods, describe the organisation of the research and the statistical methods of data processing). Analyse and generalise the data of the research/study/project. When analysing the research results, it is necessary to present them visually using graphs, tables, figures, charts, formulas, numbers. However, the information provided in tables and figures must not be repeated.
Project part	Provide concrete, reasoned solutions, anticipate specified options for improving the subject analysed, and substantiate the need for the necessary resources (financial, material, human) by calculations.
Conclusions	Formulate the main conclusions drawn from the research/analysis/project. Conclusions are the answers to the objectives set in the introduction. They can provide proposals or recommendations, i.e., specific measures to address the problem(s). Conclusions are formulated in a concrete, concise way. They should be numbered and at least one page long.
References and other information sources	Provide the bibliographic descriptions of references and other sources of information used (cited) in the paper in accordance with international APA rules (see Section 2 and Annex 7). The descriptions should be provided in the original language.
Annexes	Provide annexes that complement the paper (tables, charts, primary information sources, and other supplementary material). Annexes are numbered separately. The text and annexes should be cross-referenced.

The length of a project is 20-40 pages. When it is a group paper, the scope is discussed with the lecturer(s).

1.6. Report

A **report** is a written account of the tasks carried out. The most common type of report is an internship report. Internships can be cognitive, tutorial, professional, or final. They are carried out in companies/institutions or business simulation companies (see Table 1.7).

Table 1.7. The structure of a report

Structure	Requirements
Cover page	Follow the example in Annex 1, e.g., Analysis of the Performance of Alfa, UAB; Report on the Professional Internship (Report on the Internship of Business Organisation and Accounting; Report on the Final Professional Internship).
Contents	It includes the titles of sections, subsections, and page numbers. The List of tables and figures, Introduction, Conclusions, References and other information sources and Annexes are not numbered (see Section 2 and Annex 2). The headings of the sections should have numbers. The page numbers start with the part that is included in the contents.
List of tables and figures	List all tables and figures provided in the course paper in sequence, i.e., give the number and title of the table/figure, the page on which it is located (see Annex 5). Please note that no references to literature sources are required in the list.
Introduction	Describe the relevance of the report; define the subject, the aim, objectives; outline the methods (e.g., analysis of scientific literature, documents, survey, etc.); shortly describe the findings and the structure of the paper (see Annex 6).
Analytical part	Analyse the performance of the organisation. Study and generalise the data of the research/study/project. When analysing the performance results, it is necessary to present them visually using graphs, tables, figures, charts, formulas, numbers. However, the information provided in tables and figures must not be repeated. It is recommended to present the possibilities for the improvement of the performance of the organisation, justified by calculations.
Conclusions	Formulate the main conclusions drawn from the research/analysis/project. Conclusions are the answers to the objectives set at the beginning of the paper. They can provide proposals or recommendations, i.e., specific measures to address the problem(s). Conclusions are formulated in a concrete, concise way. They should be numbered and at least one page long.
References and other information sources	Provide the bibliographic descriptions of the sources of the information used (cited) in the report in accordance with international APA rules (see Section 2 and Annex 7). The descriptions should be provided in the original language.

the table is continued on the next page

Structure	Requirements
Annexes	Provide the internship documents (e.g., mentor's reference regarding the student and their work in the company, the plan of the internship activities completed, a questionnaire), and the annexes that complement the report (tables, charts, examples of surveys, primary information sources, and other supplementary material). Annexes are numbered separately. The text and annexes should be cross-referenced.

The length of a report is discussed with the lecturer(s)/supervisor(s) and depends on the nature of the internship.

1.7. Final thesis

A final thesis (FT) is an applied research paper, where the student independently links the abilities acquired while studying separate subjects; systematises the theoretical knowledge gained; uses research skills in specific circumstances; autonomously formulates conclusions and proposes solutions to problems, revealing and demonstrating the level of the personal achievement of the learning outcomes (see Table 1.8).

Table 1.8. The structure of a final thesis

Structure	Requirements
Cover page	It contains the logo of Kauno kolegija; the names of the faculty and the department; the student's name and surname; the title and type of the paper; the name and state code of the study programme; the name of the field of study; the scientific degree, name, and surname of the supervisor; the scientific degree, name, and surname of the advisor (if any); location, year of the thesis, and the special mark, if any.
Summary in Lithuanian Summary in English	The summary is written in Lithuanian and English. It shortly describes the essence of the final thesis, the problem, and the conclusions. It is written on a separate page and should be no longer than one page. When the final thesis is written in English, the summary is written in English and Lithuanian (see Annexes 2 and 3). The summaries are not included in the contents.
Contents	It lists the titles of sections, subsections, and page numbers. The List of tables and figures, Concepts, Introduction, Conclusions, References and other information sources, and Annexes have no numbers (see Section 2 and Annex 2). The headings of the sections should have numbers (1., 2., 3.). The page numbers start with the part that is included in the contents.
List of tables and figures	List all tables and figures provided in the thesis in sequence (see Annex 5). Please note that no references to literature sources provided below the tables and figures are required in the list.
Concepts	Provide key concepts used in the thesis and their definitions, where relevant. The concepts are not numbered in the contents.
Introduction	It describes the main parameters of the thesis, i.e., the relevance of the topic; the Lithuanian and foreign scientists who analyse the issue; the problem, subject, aim, objectives; the methods of data collection and analysis; the structure of the thesis. The recommended length of the introduction is 1-2 pages (see Annex 6).
Theoretical part	Analyse at least 20 different sources of information suitable for the research. The most recent scientific publications available in databases should be analysed (at least 15 per cent). Discuss the key concepts, highlight any contradictions observed, present and compare different authors' approaches, and justify their choice.

the table is continued on the next page

Structure	Requirements
Analytical part	Provide a detailed and targeted description of the organisation and its operational situation. The situation analysis must justify the existence of the problem and the need for a solution. Conduct empirical studies and(or) financial-economic calculations. Introduce the research methodology (describe the research methods, the organisation of the investigations, and the data processing methods). The results and other data from the studies on the topic analysed that were carried out in Lithuania and(or) abroad can be provided if they are compared with those of the research of the PBT. The statistical data from databases, legislation, and other relevant documents can be used. When analysing the research results, it is necessary to present them visually using tables, figures, diagrams, numbers and describe in the text. The information in tables and figures should not be repeated.
Project part*	Provide concrete, reasoned solutions based on the results of the theoretical and analytical part. Identify specific opportunities for improving the research subject and present the need for and justification of the necessary resources (financial, material, human) (perform forecast calculations, if necessary).
Conclusions	Formulate the main conclusions drawn from the theoretical, analytical and project parts. Conclusions are the answers to the objectives set in the introduction. They are formulated in a concrete, concise way.
References and other information sources	In alphabetical order, list the bibliographic descriptions of scientific publications used (cited, paraphrased, or mentioned) in the thesis according to APA international rules. It is recommended for the sources of information to include those written by Lithuanian authors. At least 70 per cent of the references must have been published no later than 5 years ago (see Annex 7).
Annexes	Provide annexes that complement the paper (tables, charts, examples of questionnaires and observation sheets, other supplementary material). Annexes are numbered separately. The text and annexes should be cross-referenced.
Acknowledgements	If the author wishes, they may express personal thanks to noteworthy persons on the last page.

*unless otherwise specified in the methodological guidelines for writing FT theses in the field of study.

The final thesis is 40-55 pages long (60-75 pages for two bachelor students). More detailed requirements for the preparation of final theses are specified in the methodological guidelines of the fields of study.

2. BASIC REQUIREMENTS FOR STRUCTURAL PARTS

Depending on the type of study paper, its structural parts have a particular sequence.

Cover page (see Annex 1). The cover page of a study paper should include the logo of Kauno kolegija; the names of the faculty and the department; the name of the study programme; the title and type of the study paper; the abbreviation of the academic group (with the exception for the final thesis); the author(s)' name(s) and surname(s); the lecturer(s)' academic rank, scientific degree (if any), name(s) and surname(s); the location where the paper was submitted, and the year when it was written. The cover page should not contain abbreviations, except for Dr.

Summary in Lithuanian, Summary in English (see Annex 2 and Annex 3). A summary is a statement of the essence of the study paper. A summary is written when the type of study paper requires it. The summary should include the author's name and surname; the title and type of the paper; the name and surname of the lecturer/supervisor; a brief description (relevance) of the paper, its problem, aim, and objectives, the methods used, and the results of the work, short conclusions, proposals (project solutions if required by the type of paper), and the scope. The summary should be up to 300 words. It should be written in English. In the professional bachelor thesis, summaries are provided in both Lithuanian and English.

Contents (see Annex 4). The table of contents is composed on a separate page. It lists the titles of sections, subsections and indicates the pages. All sections and subsections of the paper should be numbered. The list of tables and figures, concepts, introduction, conclusions, references and other information sources, and annexes are not numbered. The headings of the sections and their pages in the contents should coincide with those in the paper.

List of tables and figures (see Annex 5). It lists the numbers and titles of all tables and figures in sequence and indicates the page they are located. No references to literature sources are required in the list.

Concepts. Key concepts used in the study paper and their definitions are provided, if necessary. The professional terms used in the paper can be provided in the section Concepts (following the List of tables and figures). Uniform terms should be used throughout the entire paper.

Introduction (see Annex 6) is one of the essential parts of a study paper. The author introduces the topic; substantiates its relevance; formulates the problem (if any); defines the subject, aim, objectives; briefly describes the methods and the structure of the study paper. The Introduction is written in the following sequence:

Relevance. The description of the relevance of the topic indicates its importance to the company, organisation, or society. Based on the views of other researchers and practical experience, the author provides several arguments that reveal the relevance of the topic.

The problem of the paper (if applicable). The problem is understood as a certain contradiction between theory and practice, the occurrence of an unfavourable situation, the deterioration of the indicators of the company researched. The problem of the paper must reveal the contradictions of the subject analysed and arise from the justification of the relevance of the topic. The problem formulation can be supplemented by a problem question.

Subject. The subject of a study paper defines what is being investigated. It identifies the phenomena, processes that give rise to the problem situation and its location. The subject matter of the study is closely related to the aim and objectives.

Aim. The aim reflects the title of the study paper and starts with a verb. It is formulated using a verb denoting the action to be evaluated. The most commonly used verbs are *evaluate, identify, reveal*, etc.

Objectives. The objectives of a study paper are linked to and specify the aim. They explain what aspects will be addressed. When formulating the objectives of the paper, it is advisable to follow the following rule: the number of objectives should correspond to the number of the main sections and the number of conclusions, i.e., each section of the study paper is dedicated to a certain objective. The aim and objectives are formulated using the infinitive in active voice. The verbs to be used are *define, classify, identify, describe, compare, determine, distinguish, compose, prepare, analyse, examine, develop, justify, evaluate, integrate, relate, interpret*.

Methods. Here, the methods used while writing the paper are listed, emphasising the methods of collecting and processing information, e.g., the analysis of references and other sources of information; written or oral survey; interview; experiment. Depending on the topic and the aim of the paper, different methods are used.

Structure of the study paper. At the end of the introduction, one or two paragraphs briefly describe the materials presented in the paper and the results obtained (e.g., *The theoretical part discusses...; The analytical part of the paper...; In the project part, calculations of...*). It is a brief summary of the study paper, indicating the number of sections and the highlights of each.

The theoretical part analyses scientific articles and other scientific literature (in the Lithuanian and foreign languages), legal acts, standards, statistical information related to the issue. It must be based on the most recent literature, and at least 70 per cent of sources must have been published within the last 5 years. The study should reveal and systematise various scholars' opinions and express and justify personal views on the issue analysed. The ideas must be expressed in scientific language, characterised by stylistic features such as generalisation, logic, coherence, objectivity, the accuracy of the subject matter, and conciseness. Clarity and brevity should be achieved by combining longer and shorter sentences. Coherence of thought, both at the sentence level and the level of the text as a whole, can be achieved by using descriptive language. The use of connectives in sentences

(e.g., *As mentioned...; It is evident that...; It is likely that...*) shows that the author sees the study as a whole. The literature analysis must be carried out with due regard for academic ethics and copyright.

The analytical part presents the information on the problematic situation in the subject selected and its analysis. It introduces and justifies the research methods used, the analysis of the case, the sequence and results of the research related to the problem under study. In this part, the author analyses the issue in relation to a specific subject (organisation), explains what data, for what purpose will be used, and the methods applied to collect them. The author may use statistical data; the analysis of the organisation documents, surveys, or observation notes.

The analytical part should include:

- the main characteristics of the subject of analysis;
- a presentation of the methods used to obtain the result (written or oral survey, interview, analysis of statistical data, document analysis, etc.). The use of the research method must be justified, i.e., it must be proved that it is the method that will provide informative and reliable information;
- the analysis of the results obtained;
- the identification of the results to be corrected, and justification of the need to improve them.

The data and results of the calculations must be provided in tables or graphically, with a brief explanation in the text. Large tables (taking up more than 1 page) or other visual material should be included in the annexes.

The project part discusses specific solutions to the problem(s) identified based on the concepts, models, etc., chosen in the theoretical part of the paper. The project proposals submitted should be substantiated. This part must include calculations justifying the benefits (economic/social) of each proposal. It is recommended to present these calculations in tables showing the costs, timeframes, resources needed to implement the proposal. The recommendations in the project part should be linked to the theoretical part and the results obtained in the analytical part.

Conclusions are the summarising part of the study paper that answers the questions posed in the Introduction. They are formulated in a concrete, concise manner. It is recommended that a conclusion is given for each of the objectives set. This section should be free of illustrations (tables or figures), quotations or references. The conclusions should be paid particular attention to. Correct and accurate conclusions demonstrate the student's ability to generalise and critically evaluate the results of the study performed.

References and other information sources (see Annex 7). A list of references and other sources of information used while writing a study paper is attached at the end.

- The heading is REFERENCES AND OTHER INFORMATION SOURCES.
- Each source referred to in the text must be included in the list. The sources that are not mentioned in the text should not be listed.

- The list should be numbered in Arabic numerals.
- The list should provide authors' surnames in alphabetical order. Collective works that do not have a specific author (usually, the author of such publications is an organisation or a group of people) are listed by the first letter of the title. If several works by the same author are listed, they should be arranged chronologically by the year of publication, starting with the earliest publication.
- The list should be alphabetical in Latin characters (Lithuanian, English, German, French, etc.) and end with Slavic characters (Ukrainian, Russian, Bulgarian, etc.).
- The bibliographic descriptions of references should be written in the original language, i.e., as they appear in the source.
- The list can have a section 'Other sources', which may include legal acts, regulations, website materials, etc. An exception may be made in study papers in the field of Law, where legal and regulatory acts are the primary sources.

Annexes complement, clarify, and visualise the information presented in the main body of the paper. Annexes may include:

- large tables;
- figures of more than ½ page;
- extended calculations;
- charts, graphs, diagrams;
- questionnaires, sample surveys, summaries;
- copies of the documents for which the results of the data analysis are presented and discussed in the body of the paper;
- other visual materials that enhance and complement the results of the study.

Annexes should be placed at the end of the study paper and discussed in the text with reference to the annexes. They are numbered in the order they are mentioned in the text and must have a title. Copies of laws, regulations, and other normative acts are not to be placed in the annexes. Annexes are not included in the required length of a study paper.

3. REQUIREMENTS FOR FORMATTING STUDY PAPERS

When drafting a study paper, formatting requirements must be observed.

General requirements

- The text should be typed on a computer in A4 (21x29,7 cm) format, with margins of 3 cm on the left side, 1 cm on the right side, and 2 cm at the top and bottom of the page. The text font used should be Times New Roman, 12 pt.
- The first line of a paragraph should be indented no more than 2 cm from the left margin (*Home > Paragraph > Special > First Line*).
- The spacing between lines is 1.5 (*Home>Paragraph>Line Spacing>1,5 Lines*).
- The spacing between paragraphs is 0 pt. (*Home>Paragraph>Spacing>Before/After 0 pt.*).
- When typing the text, only one space is left between words. The text is aligned on both sides. Punctuation marks (full stop, comma, colon, semicolon, question mark, etc.) are placed after the last letter of a word without any space and followed by a single space. After opening brackets, the text is written without a space. Closing brackets are inserted immediately after the last character (as well as the full stop, comma). Quotation marks are also added without spaces, e.g., “Title”.

Cover page (see Annex 1):

- Logo of Kauno kolegija (centred, below the upper margin);
- Faculty name (14 pt, bold, centred, capital letters);
- Department name (14 pt, bold, centred, capital letters);
- Name of the study programme (14 pt, bold, centred, capital letters);
- Title of the study paper (20 pt, bold, centred, capital letters);
- Type of the study paper (e.g., Review for the Study Course Basics of Law; Integrated Project for the Study Module Professional Communication; Course Paper for the Study Course Management of Corporate Finances; Report on Professional Internship, etc.) (12 pt, centred, capitalised);
- Abbreviation for the academic group, the author(s) name(s) and surname(s) (12 pt, lower case);
- Academic rank and degree (if any), name(s) and surname(s) of the lecturer(s)/ supervisor(s) (12 pt, lower case);
- The city and the year the paper was submitted (12 pt, centred, lower case).

The title of the study paper is written in the middle of the page. It is followed by the name of the course/module and the type of the paper. The name of the city and the year should be written one line above the bottom margin (2 cm from the bottom of the page), separated by a comma.

Headings of the parts of the study paper, sections and subsections

- The headings CONTENTS, LIST OF TABLES AND FIGURES, CONCEPTS, INTRODUCTION, CONCLUSIONS, REFERENCES AND OTHER INFORMATION SOURCES are 12 pt, bold, centred, in capital letters, *Heading 1* style is provided. No full stop is typed after headings. A space of one line is left below the heading.

- Level 1 section headings (e.g., 1., 2., etc.) are 12 pt, bold, centred, capital letters, *Heading 1* style is provided. Single line space is left after the title (see Fig. 2.1).

- Level 2 subsection headings (e.g., 1.1., 1.2., etc.) are 12 pt, bold, centred, lower case, starting with a capital letter, *Heading 1* style is provided. Single line space should be left before and after the heading (see Fig. 2.1).

- Level 3 subsection headings (e.g., 1.1.1, 1.1.2, etc.) are 12 pt, bold, centred, lower case, starting with a capital letter, *Heading 1* style is provided. Single line space should be left before and after the heading (see Fig. 2.1).

- Sections and subsections are numbered in Arabic numerals. The number and the heading should be separated by a full stop. All headings of the study paper that are included in the contents should be given a heading style.

- Each part of the study paper (CONTENTS, LIST OF TABLES AND FIGURES, INTRODUCTION, THEORETICAL PART, ANALYTICAL PART, PROJECT PART, CONCLUSIONS, REFERENCES AND OTHER INFORMATION SOURCES) should be started on a new page.

<p style="text-align: center;">1. FORMS OF ORGANISING BUSINESS (LEVEL 1) 12 pt, bold, centred, capital letters, numbering, heading style</p> <p style="text-align: center;">1.1. Characteristics of the forms of organising business (Level 2) 12 pt, bold, centred, lower case, numbering, headline style</p> <p style="text-align: center;">1.1.1. Individual enterprise (Level 3) 12 pt, bold, centred, lower case, numbering, headline style</p>

Fig. 3.1. Typing the headings of Level 1 sections and Level 2 and Level 3 (sub)subsections of a study paper

NOTE. A section or subsection of a study paper must be at least one page long.

Page numbering

- The pages of the paper must be numbered. Page numbering should start with the section included in the contents. For instance, in a final thesis, the Cover page is 1, the Summary in Lithuanian is on page 2, the Summary in a foreign language is on page 3, and the Contents page is 4. However,

the page numbers are not indicated. The List of tables and figures, included in the contents, is on page 5, the Introduction is on page 6, etc. Pages are numbered in Arabic numerals, at the bottom right-hand corner of the page, without full stops or commas. The size is 12 pt, Times New Roman.

- If additional documents, i.e., annexes, are attached to a study paper, they are not included in the total pages of the paper and are numbered separately. They contain figures, large data tables and other supporting materials indicated in the text. Annexes are numbered consecutively. There is no limit to the number of annexes. Each annex should be presented on a separate page, with a 12 pt heading in the right-hand margin of the Header, e.g., Annex 1, Annex 2, etc.

- If there is only one annex, it is not numbered. On the right-hand side of the top margin of the page, it is written: e.g., Annex.

The body of the paper. It is the central part of a study paper, where the objectives set in the introduction are consistently realised. The text is divided into sections and subsections. A study paper should consist of at least two sections, and a section should contain at least two subsections.

- A variety of **abbreviations** may be used in a study paper. The first time an acronym is mentioned, the full term should be provided, followed by the abbreviation in capital letters in brackets, e.g., Gross Domestic Product (GDP), percentage (per cent). Only the acronym is used after that. However, the number of abbreviations should be limited.

- **References** to other pages (parts, sections, subsections), annexes, tables and figures used in the paper should be provided in brackets with their numbers, e.g., (see Annex 1), (see Table 1.2), (see Fig. 1.1).

The author-date method is used **to cite sources in the text**, indicating authors' surnames and the year of publication. There are two ways to use the authors' names in the text:

1. At the end of a sentence or paragraph, after the paraphrase or quotation, the author's surname and the year of publication are indicated in brackets, e.g., (Surname, 2021).

2. The author is mentioned in the sentence and the year of publication is written in brackets next to the surname, e.g., *Surname (2021) stated that ...*

It is only a source that is unavailable and highly relevant to the topic investigated that can be **re-cited**. When re-citing a reference, both sources should be indicated (the original first, followed by the reference the original source was used in), e.g., *In the text ... (Surname, 1997, cited from Surname et al., 2020).*

When **several different sources are mentioned in the same sentence**, the authors' surnames and years are separated by a semicolon, e.g., *This topic has been analysed by several scholars (Surname, 2020; Surname, 2021).*

When **the source is written by two authors**, both surnames are indicated, e.g., *According to Surname and Surname (2021) or ... (Surname and Surname, 2021).*

When **the source referred to is written by three or more authors**, only the first author's name should be indicated in the text, followed by *et al.* in each citation, including the first, unless there may be some ambiguity. To avoid it, as many authors cited as necessary should be indicated, followed by the abbreviation *et al.* for the rest, e.g., *Surname et al. (2021) stated ... or ... (Surname et al., 2021)*.

If the authors mentioned in the text have **the same surname**, the initials of their first names should be provided.

If the author of a source is **a group, an organisation, or it has no author**, only the name of the organisation or the title of the source and the year are indicated, e.g., (Lithuanian Department of Statistics, 2020); (Criminal Code of the Republic of Lithuania, 2020).

If **the title of the source is very long**, it may be abbreviated in the text, e.g. (Copyright of the Republic of Lithuania..., 2021).

The current consolidated version of the legislation is indicated at the end of the sentence, e.g., (Law on Documents and Archives of the Republic of Lithuania No I-1115 of 5 December 1995, 2021).

Exception. In the study papers of the study field of Law, information sources should be indicated in footnotes. A footnote is a note that appears at the bottom of the page (see Annex 9).

When **tables, figures, and formulae from other sources are used, it is necessary to indicate them at the end of their titles**. When tables and figures are modified and based on specific sources, at the end of their titles, it should be indicated that the author compiled them based on references, e.g., ... (*compiled by the author based on Surname, 2019; Surname, 2020; Surname, 2021*).

Electronic sources used in the text are indicated according to the same rules. When a scientific article, book, statistics, legislation, etc., published on the Internet, is cited or referred to, the author or title and the year of publication should be indicated in the text. If the e-source does not provide the publication date, the date of the update or compilation can be indicated. If there is no author on the website, the name of the website can be provided. If there is no date, use (n.d.). If a source appears reliable but does not have an author, a title and (or) publication date, it should not be used in the paper. The web address may be included in the text when discussing a website, database and indicating access, not citing a source found on it.

Only references to reliable sources of information (scientific articles, books, legislation, dissertations, research reports, etc.) can be used in study papers and referred to in the text.

Tables. Each table or figure should be discussed in the text. It is recommended for a reference to the table to precede the table, e.g., *Employee turnover in Company X has increased significantly in recent years. The turnover rates for 2017-2020 are shown in Table 2.2.*

Tables should be used where the data can be structured and compared with other data. A table will always give a clearer picture of the results of the analysis than a descriptive text. Tables should be numbered and titled. The table number is made up of the section number and the number of the table in that section (e.g., Table 1.1).

The number and title of a table should be size 10 pt, bold, capitalised. The title should be preceded by a single line space.

In tables, row headings, column headings and subheadings should be bold, 10 pt, and capitalised. The text, figures in the tables should be size 10 pt, single line spacing. Single line space should be left after the table. The header line of the table should be shaded grey at 15 per cent darkness. When providing a table published in another source, the author’s surname or the title of the reference and the year must be indicated.

Table 1.3 Factors that determine customer satisfaction (Surname, 2021)

No.	Factors	Description

The table compiled by the author of the paper should indicate the following:

Table 2.1 The development of the X store network in 2020 (compiled by the author based on data from Eta, AB, 2024)

Indicator	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Change
Number of shops	85	88	89	91	+6
Average number of employees	509	523	503	564	+55

If the table does not fit on one page, the note *The table is continued on the next page* is provided. On the next page, *The continuation of the table* should be inserted. It is recommended to avoid long tables.

Figures. All illustrations (diagrams, charts, graphs, etc.) are called figures. They are placed in the text after the references to them or in annexes. Figures are numbered and titled.

The figure number consists of the section number and the number of the figure in it, e.g., *Fig. 1.1*. The number and the title of a figure are written in lower case bold letters (starting with a capital letter) below the illustration, centred, size 10 pt, Times New Roman. The title is followed by a single line space.

When presenting a figure from a literary source, the title should be followed by the author’s surname and the year of publication of the source(s) in brackets. For example:

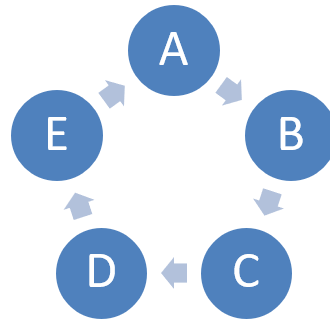


Fig. 1.1 Simple cycle (Pavardenis and Pavardauskas, 2024)

A figure based on other authors is presented as follows:

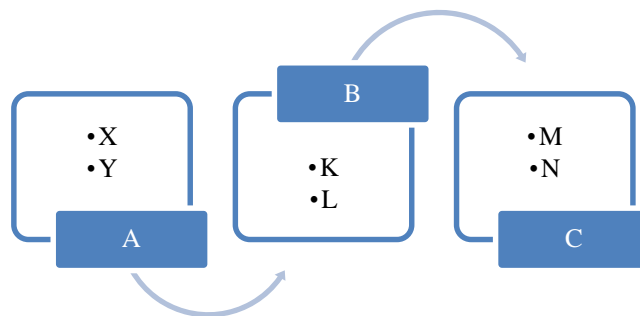


Fig. 1.2 Components of the process (compiled by the author(s) based on Surname, 2023; Surname, 2024)

When providing a figure produced by the author(s) of the paper, it should be indicated (*created by the author(s) based on...*).

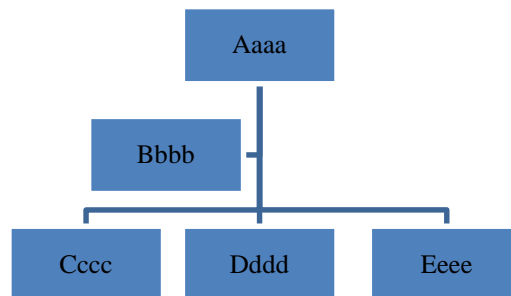


Fig. 1.3 Organisation management structure (created by the author based on X, AB documents, 2021)

The sections and subsections of a study paper cannot end with a table or figure. Each part should end with a summary of the specific section or subsection.

References and other information sources. The examples of how to compile a list of literature and other sources of information according to APA7 rules can be found on the Kauno kolegija Library website at <https://biblioteka.kaunokolegija.lt/aktualu/kaip-rasyti-darbus/> and in Annex 7.

4. LANGUAGE STYLE AND TYPING REQUIREMENTS FOR STUDY PAPERS

A study paper must be written in correct English. The language of the paper must comply with the requirements of scientific style. It must be unambiguous. Journalistic language must be avoided.

It is recommended **to avoid the use of the personal form “I”** when writing study papers. An alternative to the personal pronoun is a noun, e.g., *the paper investigates, analyses, summarises, cites, discusses, concludes.*

Descriptive language should be used. Most of the text in a study paper deals with the topic researched. However, some text does not deal directly with the topic but describes the writing process itself, e.g., what will be written in the next section, summarises the content of previous paragraphs, or explains how the material is used.

Descriptive language can also be used to introduce the topic, explain methods, link paragraphs, sections, and subsections, distinguish the author’s text from that of the quoted one, and remind what has already been written. It shows the author’s autonomy and ability to see the paper as a whole.

Meta-paragraphs are written at the beginning and end of the sections. They explain what will be discussed and what has been written, e.g., *The previous section discussed ...*

Meta-sentences refer to the topic of the section, e.g. *This part deals with...*

Meta-words indicate:

- the logical and semantic relationship between paragraphs and sentences (*besides, so, because, as mentioned above, etc.*);
- the speech act (*further, ... will be analysed, discussed, referred to, etc.*);
- textual and literary references (*as mentioned on page 13; as Fig. 2.3 shows...; see Annex 1, as stated by X; Y notes that..., etc.*).

Meta marks such as a colon, subheading, italics, bolding help draw the reader’s attention, put statements in a particular order, and indicate the main points.

Capitalisation. In English, the names of enterprises and other organisations have all the words of more than four letters capitalised, e.g., Urban Outfitters.

The names of Lithuanian institutions, companies and other organisations are written as legalised by the State Enterprise Centre of Registers, e.g., Manselio langai, UAB; Kauno Baltija, AB; MMŪ, MB; NAUJOJI RŪTA, AB.

When the official name of an organisation consisting of two or more words begins with a geographical name (state, republic, district, village, etc.) or the name of a famous person, all words are to be capitalised including the generic words, e.g., Ministry of Justice of the Republic of Lithuania,

Prosecutor General's Office of the Republic of Lithuania, Trakai District Police Station, Kauno kolegija Higher Education Institution.

The names of the highest state authorities are capitalised, e.g., Seimas of the Republic of Lithuania, Government of the Republic of Lithuania, Supreme Court of the Republic of Lithuania, Constitutional Court of the Republic of Lithuania.

Nouns and their modifiers in compound titles are capitalised, e.g., Faculty of Business of Kauno kolegija Higher Education Institution.

Typing requirements

1. English quotation marks are “ABC”, i.e., sixes at the beginning and nines at the end, both at the top.

2. There is a difference between a dash and a hyphen.

A dash is used as a punctuation mark and is spaced, e.g., *Total – 1500 euros*. However, in English, it is recommended not to use a dash instead of the verb ‘to be’, e.g., *A consumer is a person who buys goods and services to consume them*.

A span of years (such as 2009–2012) or any other time range includes an **en dash**, e.g., *20–29-year-old workers, 2010–2021*. The en dash (–) is slightly wider than the **hyphen** (-) but narrower than the **em dash** (—). It is used to represent a span or range of numbers, dates, or time. There should be no space between the en dash and the adjacent material.

A hyphen is always used without spaces between words.

It joins two equivalent terms and speciality words, e.g., *exhibition-sale, invitation-programme*.

Compound adjectives are always hyphenated, e.g., *The design is state-of-the-art. You can expect a three- to four-week delay in processing. We have a two-year-old child*.

3. **A space** is left between words and after punctuation marks (except in some cases with a dash and a hyphen).

4. **A slash** is used to indicate an alternative and corresponds to the conjunction ‘or’. Note that in case of and/or, the correct punctuation is *and (or)*.

5. All the **abbreviations** used must be spelt according to the rules applicable. Letter abbreviations must be written without periods.

The following names should not be abbreviated: the *Republic of Lithuania, Seimas of the Republic of Lithuania, Government of the Republic of Lithuania*.

There is no need to use the name of the state (Republic of Lithuania) next to the legislation titles, e.g., *Law on Joint-Stock Companies, Law on the State Language*.

Abbreviations of monetary units are written without a full stop (except for the full stop at the end of the sentence), e.g., *Eur (euro), ct (cent)*. In English, the sign € immediately precedes the

value, e.g., €10). In most other European languages, it follows the value, usually but not always with an intervening space, e.g., 10 €, 10€).

In the text, figures should be written as numerals if they have a unit of measurement (e.g., € 400, 400 EUR) and as words if they do not (e.g., *The client ordered two books*). If the text contains several consecutive numerical values, the unit should only be used once after the last digit, e.g., 15, 45, 75 EUR.

Percentages are indicated by the symbol %, which is written next to the number (with no space), e.g., 25%. In the text, 'percent' or 'per cent' is used. In Britain, two-word spelling is more common.

In the same text, the designations should be identical, i.e., written either in words or in figures.

If there are many acronyms in the text, it is advisable to provide a list of abbreviations.

The study paper should be free of grammatical and proofreading errors.

5. GUIDELINES FOR THE PRESENTATION OF STUDY PAPERS

Submission of the paper. Students' papers should be uploaded in digital format to the specified location in the Moodle virtual learning environment for the assessment by the course/module lecturer(s) and supervisor(s). If its quality does not meet the minimal methodological requirements set for writing study papers, the study paper is not assessed and has to be revised. Study papers may be presented publicly at a time scheduled by the course/module lecturer(s) or the Head of the Department.

The institution applies preventive measures while preparing and submitting written assignments. The procedures for checking plagiarism in students' papers, the criteria for detecting plagiarism, and the consequences for the student have been set. In Kauno kolegija, study papers are checked and evaluated using the Turnitin text-matching tool in the Moodle environment. The lecturer(s) of the course/module is(are) responsible for checking the papers, providing feedback to the authors, and assessing. The supervisor and the Head of the Department are responsible for checking the final thesis (for more information see Kauno kolegija Library website at <https://biblioteka.kaunokolegija.lt/studijoms/plagiato-prevencija/>).

Procedure for the presentation of a study paper:

- The student publicly presents their study paper.
- The student answers the questions submitted.

Guidelines for the presentation of a study paper. The presentation lasts 7-10 minutes and is supplemented with visual material. The report should be prepared in advance. It is recommended for the content to be narrated rather than read. The visual presentation should be designed using Microsoft PowerPoint or another IT tool. Other formats may also be chosen, e.g., video footage.

Slides should include:

- information slide (title of the study paper; name(s) and surname(s) of the author(s); it is recommended to include the logo of Kauno kolegija);
- the relevance of the topic;
- the aim, objectives, subject of the investigation;
- research methods;
- methods of the analysis or investigation (if applicable);
- specific presentation of the results for each objective set (a coherent presentation of the results of the study, i.e., a selection of the essential points that reflect the paper developed and reveal its value);
- conclusions (may be presented in sequence according to the objectives, or at the end of the presentation),

All slides should preserve the same style (frame, title highlight, font, size, colour).

Guidelines on how to prepare slides

- Each slide should have a title and a number. The first and the last slides should be the same. It is not recommended to write “Thank you for attention” or similar.
- Slide headings should be unambiguous and of the same style.
- The heading should be short, clear, and concise; only keywords are used.
- Figures should be relevant to what is being said and help convey the message.
- It is recommended to use various symbols in slides that have a universally recognised meaning (e.g., © for copyright, ® for a registered trademark, ™ for a brand, or other special symbols such as %, &, ½). 70 per cent of people are more likely to remember pictorial information than a word.
- There should be only one idea per slide.
- The minimal size for written information is 28 pt.
- It is essential to choose the right background and font colour for the slides. Light backgrounds and dark letters are recommended.
- It is important to choose an appropriate diagram. The diagram should contain only necessary details to help the audience understand the message being conveyed.
- It is recommended to use no more than three colours for graphs and charts.

Guidelines on how to deliver a report

- Rehearse your presentation to avoid excitement and make it better.
- Be prepared for the unexpected. In case of a remote presentation, test the necessary equipment and try the presentation in advance.
- Do not read the information from the slides word-by-word, as the audience can do it for themselves. Interpret what is written on the slide.
- When answering questions, provide arguments but do not make excuses.
- Your image is part of competence. Be self-confident. Speak business-like, accurately, and clearly. Respect the audience to whom you are presenting your report.
- Manage your time as you may fail to mention the essential information.

The student(s) presenting study assignments must comply with the regulations, i.e., keep to the time allowed for the presentation.

REFERENCES AND OTHER INFORMATION SOURCES

1. Arminienė, A., Damalakienė, Z., Didjurgienė, A., Kupstienė, L., dr. Ligeikienė, R. A., Mačiulienė, V., Martinonytė, J., Motiejūnė, G., Navickienė, V., Paliulienė, L., Vitkutė-Zvezdinienė, I., Vaičiulienė, S. (2021). *Verslo fakulteto studijų rašto darbų metodiniai nurodymai*. 2-asis leid. Kaunas: Kauno kolegija.
2. *Kauno kolegijos baigiamųjų darbų rengimo, gynimo, saugojimo ir baigiamųjų egzaminų organizavimo tvarkos aprašas*. Patvirtinta Kauno kolegijos Akademinės tarybos 2016 m. lapkričio 22 d. nutarimu Nr. (2.2)-3-17 (2023 m. vasario 23 d. nutarimo Nr. (2.2.)-3-14 redakcija). https://www.kaunokolegija.lt/kk_wp_content/uploads/sites/9/2023/06/BD-BE-tvarkos-aprasas-2023-06-22.pdf
3. *Plagiato prevencijos sistemos Kauno kolegijoje aprašas*. (2018). Patvirtintas Kauno kolegijos Akademinės tarybos 2018 m. lapkričio 20 d. nutarimu Nr. (2.2.)-3-29. <https://goo.gl/Roi69g>
4. Šarlauskienė, L. (2018). *Informacijos šaltinių naudojimas studijų ir mokslo darbuose*. 3-asis leid. Kaunas: Kauno kolegija. <http://dspace.kaunokolegija.lt/handle/123456789/109>
5. *Turnitin plagiato prevencijos įrankio naudojimo tvarka*. (2018). Patvirtinta 2018 m. lapkričio 22 d. Kauno kolegijos direktoriaus įsakymu Nr. 1-435. <https://goo.gl/gzAwP7>



**FACULTY OF BUSINESS
DEPARTMENT OF
STUDY PROGRAMME OF**

TITLE OF THE STUDY PAPER

Review/Course Paper/Integrated Project/Report
for the Study Course/Module

Author(s)

Name Surname,
a student of Group

Lecturer(s)

Name Surname
Name Surname

SANTRAUKA

**Vardis Pavardis, Vardutė Pavardutė. Darbo pavadinimas. Kursinis darbas. Dėstytoja
Vardė Pavardė, Kauno kolegijos Verslo fakulteto XXXXXXX katedra.**

Darbo apibūdinimas (trumpai pristatoma darbe pateikta medžiaga, atspindinti darbo temą, pateikiamas temos aktualumas, apibrėžiantis kodėl šią temą verta nagrinėti).

Darbo problema* (trumpai aprašoma probleminė situacija, tiksliai apibūdinama pati problema).

Darbo tikslas (perrašomas darbo įvade suformuluotas darbo tikslas).

Darbo uždaviniai (perrašomi darbo įvade suformuluoti darbo uždaviniai).

Darbo metodai (pristatomi darbe naudojami darbo metodai).

Darbo struktūra (apibūdinami rašto darbo skyriai (pvz.: Darbo dalyje „Xxxx“ pateikiama... Darbo dalyje „Yyyy“ analizuojama...; Teorinėje darbo dalyje aptariama.... Analitinėje darbo dalyje pateikiami tyrimo rezultatai... Projektinėje darbo dalyje pateikiami...).

Darbo rezultatai (trumpai apibendrinami gauti darbo rezultatai ir pristatomos pagrindinės darbo išvados).

Darbą sudaro x puslapiai, x lentelės, x paveikslai, x literatūros ir kiti informacijos šaltiniai, x priedų.

* if applicable

SUMMARY

Name Surname, Name Surname, Name Surname, Name Surname. Title of the paper. Integrated Project. Lecturers: Name Surname, Name Surname, Name Surname, Name Surname. Department of Xxxxxx, Faculty of Business, Kauno kolegija Higher Education Institution.

Description of the study (a brief description of the materials provided, describing the topic, its relevance, justifying why this topic is worth exploring).

The main problem of the study* (a short definition of the problematic situation and a detailed description of the problem itself).

The aim of the paper (transferred from the Introduction).

Objectives of the study (transferred from the Introduction).

Methods of the study (the methods employed in the study are indicated).

The structure (the parts of the study paper are described, e.g., *The first part discusses... The second part introduces the research results...*).

The findings (the study results are summarised in brief, and the main conclusions are presented).

The study paper consists of x pages and includes x tables, x figures, x references and sources of information, x annexes.

* if applicable

CONTENTS

LIST OF TABLES AND FIGURES	3
INTRODUCTION	4
1. XXXXXX XXXXXX XXXXX	5
1.1. XXXXXX xxxx.....	5
1.2. XXXXX xxxxx xxxx	16
2. XXXXXXXX XXXXXXXX XXXXX	25
2.1. XXXXXX xxxx	25
2.2. XXXXXX xxxx xxxxx	29
2.2.1. XXXXXX xxxx xxxxx	29
2.2.2. XXXXXX xxxx xxxxx	33
2.3. XXXXXX xxxx xxx	38
3. XXXXXX XXXXXXX XXXXX	47
CONCLUSIONS	53
REFERENCES AND OTHER INFORMATION SOURCES	54
ANNEXES	
Annex 1. XXXXXXXXXXXXXXXXXXXX.	
Annex 2. XXXXXXXXXXXXXXXXXXXX.	
Annex 3. XXXXXXXXXXXXXXXXXXXX.	

LIST OF TABLES AND FIGURES

TABLES

Table 1.1. Service properties	8
Table 1.2. Advantages and disadvantages of distributing services through electronic channels	15
Table 2.1. SWOT analysis of X, AB	19
Table 2.2. PEST analysis of X, AB	23

FIGURES

Figure 1.1. Classification of essential services of enterprises in the electricity sector.....	11
Figure 1.2. The model of a basic service package.....	12
Figure 2.1. Participants in the electricity system.....	18
Figure 2.2. Dynamics of electricity distribution and sales/supply in 2010–2020	22
Figure 2.3. Dynamics of the price of the distribution and supply service of X, AB in 2010–2020 ...	24
Figure 2.4. Benefits of a direct debit service for the customer.....	26
Figure 2.5. Ways of ordering the direct debit service	27
Figure 2.6. Dynamics of contracting direct debit in 2010–2020.....	27
Figure 2.7. Channels of distributing additional services in X, AB.....	30
Figure 2.8. The model of new services provided through contractors/partners	33

INTRODUCTION

The introduction should indicate the topic, its relevance; define the problem*, the aim, objectives, and the subject of the study; describe the research methods and the structure of the paper. The introduction may include a description of the situation analysis, practical applicability of the investigation. It should include:

The relevance of the topic. A description of why the issue is worth studying is provided.

The problem*. A detailed description of the problem is given.

The subject of the study. What specifically is addressed in the study is defined (e.g., employee turnover).

The aim of the paper. The wording should reflect the outcome of the study.

The objectives. Several objectives should be set that reflect the stages of achieving the aim.

Methods. The methods used in the study paper are defined (e.g., *analysis of scientific literature, written survey, structured interviews, analysis of statistical data, etc.*).

The structure of the paper. The parts of the study paper are indicated, describing the content of separate sections (e.g., *This part of the paper presents/analyses... The theoretical part of the paper discusses.... The analytical part of the paper presents the findings of the study... The project part of the paper presents...*).

* if required

REFERENCES AND OTHER INFORMATION SOURCES

1. Burkus, D. (2020). *Naujasis vadovavimas: kaip lyderiaujančios organizacijos griaua nusistovėjusių verslo tvarką*. Eugrimas.
2. Bužinskienė, R. ir Vaitaitienė, L. (2020). Mokestinė apskaita keičiantis verslo formai Lietuvoje. *Mokslo taikomieji tyrimai Lietuvos kolegijose*, 16, 77-85.
3. Evans, A. M., Morrison, J. K., & Auer, M. R. (2019). The crisis of policy education in turbulent times: Are schools of public affairs in danger of becoming irrelevant? *Journal of Public Affairs Education: J-PAE*, 25(3), 285–295. <https://doi.org/10.1080/15236803.2019.1568099>
4. Jordan, M.R., Hamunime, N., Bikinesi, L., Sawadogo, S., Agolory, S., Shiningavamwe, A. N., & Hong, S. Y. (2020). High levels of HIV drug resistance among adults failing second-line antiretroviral therapy in Namibia. *Medicine (Baltimore)*, 99(37), e21661–e21661. <https://doi.org/10.1097/MD.00000000000021661>
5. Kotler, P., Armstrong, G., Opresnik, M.O. (2020). *Principles of Marketing (18th Edition)*. Pearson Education.
6. Rybnicek, R., Bergner, S., & Gutschelhofer, A. (2019). How Individual Needs Influence Motivation Effects: a Neuroscientific Study on McClelland’s Need Theory. *Review of Managerial Science*, 13(2), 443-482.
7. Зимняков, В. М. (2024). Управление качеством продукции. *Инновационная техника и технология*, 10(4).

Other sources:

1. Little River Canyon National Preserve (n.d.). *Home* [Facebook page]. Facebook. Retrieved February 12, 2020 from <https://www.facebook.com/lirinps/>
2. *LST EN ISO 9000:2007. Kokybės vadybos sistemos. Pagrindai ir aiškinamasis žodynas (ISO 9000:2005) = Quality management systems. Fundamentals and vocabulary (ISO 9000:2005)*. Vilnius: Lietuvos standartizacijos departamentas.
3. Oficialiosios statistikos portalas. (2023). Statistinių rodiklių analizė <https://osp.stat.gov.lt/statistiniu-rodikliu-analize#/>
4. Socialinės apsaugos ir darbo ministerija. (n.d.). *Pradžia* [Facebook paskyra]. Facebook. Prieiga 2023-10-27 per internetą: <https://www.facebook.com/socmin>
5. World Health Organization. *International Classification of Diseases (ICD)* <http://www.who.int/classifications/icd/en/>

TITLE OF THE ARTICLE

[14 pt, bold, capital letters]

Name Surname (stud.), supervisor (Dr) Name Surname

[12 pt, bold, italic, lower case]

Name of the institution represented

[10 pt, italic, lower case]

Abstract [10 pt, bold]

The text of the abstract is written in English [10 pt] and should be at least 1000 characters (with spaces). The abstract should give a brief overview of the content of the article, the relevance of the problem and the study, the methods used in the research, and the results obtained.

Keywords: 3-5 words expressing the main features of the topic analysed [10 pt].

Introduction [10 pt, bold]

The text of the introduction [10 pt] should be arranged in a single column, with one-line spacing (single), double-sided alignment. Paragraphs should begin with a new line, indented 1 cm.

Headings of sections and subsections [10 pt, bold]

The main body of the article [10 pt] should be arranged in a single column, with one-line spacing (single), double-sided alignment. Paragraphs should begin with a new line, indented 1 cm.

If there are tables in the text, they should be numbered, and the numbering continues throughout the article (no separate numbering in a new section). The table number and title should be written above the table, centred, bold.

Table 1. Title [10 pt, bold]

Text [9 pt]		x
xx	xxx	xxxx

Figures (graphs, charts, diagrams, photographs, etc.) provided in the article should be numbered and centred. Their numbers and titles should be indicated below the figure [10 pt], centred, bold. Figures must be of good quality, precise, and reproducible.

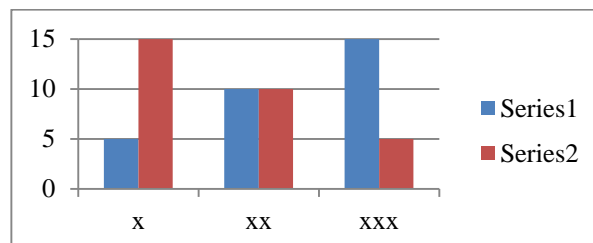


Fig. 1. Title [10 pt, bold]

Conclusions [10 pt, bold]

1. Conclusions are numbered [10 pt].
2. They must comply with the objectives set.

References [10 pt, bold]

References should be listed alphabetically and numbered consecutively [9 pt]. Bibliographic descriptions must be compiled following APA International Rules. For details and examples of citations and reference lists, see <https://biblioteka.kaunokolegija.lt/apa-7-taikymo-pavyzdziai-ivairioms-saltiniu-rusims/>

1. Nekrašas, E. (2012). *Filosofijos įvadas*. Vilnius: Mokslo ir enciklopedijų leidybos institutas.
2. Liukinevičienė, L., Čalnarė, E. (2011). Bendrojo vertinimo modelio taikymo galimybės viešosios įstaigos veiklai efektyvinti. *Ekonomika ir vadyba: aktualijos ir perspektyvos*, 3 (23), 42–54.
<http://etalpykla.lituanistikadb.lt/fedora/objects/LTLDB0001:J.04~2011~1367178554478/datastreams/DS.002.0.01.ARTIC/content>.

Title of the article (in Lithuanian) [10 pt, bold]

The summary in Lithuanian should disclose the aim of the article; the methods applied, its main idea and conclusions [8 pt]

Indication of sources of information using footnotes

For Law students

A footnote is a note that appears at the bottom of the page of a study paper. Its purpose is to indicate the source from which the author is citing, retelling, etc., and to indicate the exact location of the citation or paraphrase in the work. Where the ideas cited or paraphrased are presented in one or more sentences, a textual footnote should be placed at the end of each thought or sentence, before the period, with a reference to the source used, e.g.:

- Article 6.477(1) of the Civil Code of the Republic of Lithuania provides that "under a lease agreement, one party (the lessor) undertakes to grant the lessee temporary possession and use of an object for a consideration, and the other party (the lessee) undertakes to pay the lease fee"¹.

- The International Court of Justice has established that the right to self-determination must be available to all nations and that it is an *ius cogens* norm² of an *erga omnes* character³.

If the cited, paraphrased text consists of several paragraphs, a textual footnote should be placed at the end of each paragraph after the period. If the ideas cited or paraphrased form more than one sentence, a footnote should be placed at the end of the cited or paraphrased text, after the period, with a reference to the source(s) used, e.g.:

- Piesliakas also emphasises the level of perception of consequences, arguing that "the nature of foreseeability of dangerous consequences in cases of intentional and unintentional fault is fundamentally different. In the case of intent, the possibility of a consequence is assumed to be unavoidable or even probable; in the case of breach of trust, it is assumed to be unlikely."⁴

1. The first time the study paper refers to a given author, the footnote must provide a complete bibliographical reference and the page on which the cited text is, e.g.,

¹ Jokubauskas, R., Kirkutis, M., Višinskis, V., & Tamošiūnienė, E. (2023). *Lietuvos Respublikos civilinio proceso kodekso mokslinis praktinis komentaras. Dalis 6 (VI), Vykdymo procesas*. Lietuvos antstolių rūmai, p. 10.

2. If a reference to the same source is repeated later in the text (but not on the same page), it should be abbreviated to the author's surname, the first letter of the name with the note *supra note* (Latin *supra* – above) and the page cited indicated, e.g.,

² Jokubauskas, R., et al. *Supra note* 1, p. 10.

3. If the same author's work is cited on the same page of the study paper, the Latin abbreviations *Ibid.* and *op. cit.* should be used in the footnote.

The abbreviation *Ibid.* (Latin *ibidem* – the same place) is used when the work of the mentioned author is cited repeatedly on the same page (consecutively). If different pages of the same paper are cited, the specific page cited should be indicated in addition to the abbreviation. If the same page is cited, the pages should not be provided in addition, e.g.,

¹ Jokubauskas, R., Kirkutis, M., Višinskas, V., & Tamošiūnienė, E. (2023). *Lietuvos Respublikos civilinio proceso kodekso mokslinis praktinis komentaras. Dalis 6 (VI), Vykdymo procesas*. Lietuvos antstolių rūmai, p. 30.

² *Ibid.*, p. 40.

³ *Ibid.*

4. The abbreviation *op. cit.* (Latin *opere citato* – in the work cited above) is used when a work by a previous author is cited repeatedly (but not consecutively) on the same page. This abbreviation should be preceded by the author's surname, and the first letter of the name with the number of the first textual footnote should be indicated, e.g.,

¹ Jokubauskas, R., Kirkutis, M., Višinskas, V., & Tamošiūnienė, E. (2023). *Lietuvos Respublikos civilinio proceso kodekso mokslinis praktinis komentaras. Dalis 6 (VI), Vykdymo procesas*. Lietuvos antstolių rūmai, p. 30.

² *Ibid.*, p. 40.

³ *Ibid.*

⁴ Pranevičienė, B. (2008). Utilitarizmo įtaka žmogaus teisių sistemai. *Jurisprudencija*: 4 (106), p. 37.

⁵ Jokubauskas, R., et al. *op. cit.* 1, p. 41.

⁶ Vaišvila, A. (2000) *Teisinės valstybės koncepcija Lietuvoje*. Vilnius: Pradai, p. 300–302.

⁷ Pranevičienė, B. *op. cit.* 4, p. 38.

5. For legislation and other documents that are not subject to copyright rules (laws, decrees, regulations, etc.), a textual footnote is used only for the first time in the work, e.g.,

¹ Lietuvos Respublikos civilinio proceso kodekso patvirtinimo, įsigaliojimo ir įgyvendinimo įstatymas: 2002 m. vasario 28 d. Nr. IX-743. (2024). Suvestinė redakcija nuo 2024-01-01 iki 2024-03-31. <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.162435/asr>.

If the text refers repeatedly to the same act, the textual footnote is not used.

6. When citing Case Law, a footnote should indicate the full name of the court that issued the judgement, the division (if any), the date, the title of the pleading, and the case number, e.g.,

¹ Lietuvos Aukščiausiojo Teismo civilinių bylų skyriaus teisėjų kolegijos 2020 m. spalio 1 d. sprendimas civilinėje byloje Nr. e3K-3-242-684/2020.

Further examples of footnoting in case there are two, three or more authors of a book, a book has no author, or a footnote is required for an e-book, a scientific work, articles from a scientific journal, statistical information, information from official websites, etc., can be found on the Kauno kolegija website at <https://biblioteka.kaunokolegija.lt/en/aktualu/kaip-rasyti-darbus/>.

Užsakymas I–2515.
Išleido Kauno kolegijos Reklamos ir medijų centras,
Pramonės pr. 20, LT-50468 Kaunas