Requirements for the Articles to be Published in ‘Social Sciences’

1. General Requirements

1. The importance of the topic should be grounded as a research problem.
2. Research aim should be pointed out.
3. References to research literature should be made in the text and provided in the bibliography (the bibliography should not include the sources, which are not referred to in the article). If the article analyses an experiment, carried out by the author, research methods, data, their analysis, and results should be explicitly stated.
4. Conclusions should be provided at the end of the article; they should correspond to the aim of the article.
5. The structure of the article should be as follows:
   - Title of the article;
   - Full name of the author;
   - Author’s working place and its address;
   - Abstract in the original language of the article (approximately 800 – 1000 printed characters);
   - Body of the article (approximately 40 000 printed characters);
   - Summary (8000 printed characters) in Lithuanian. If the contributor is not a speaker of Lithuanian, the Editorial board will arrange a translation of English summary into Lithuanian. The summary must fully reflect the research problem, aim, contents and conclusions.

6. Submitting the paper, the following data about the author (no longer than 600 printed characters) should be presented separately:
   - Name, surname;
   - Scientific title and the title referring to a research field or trend;
   - Working place and its address;
   - Research interests, topics;
   - Main research results (publications, projects, number of doctoral students supervised);
   - Other (at the author’s discretion).

2. Requirements for the Citation of Research Publications

All submissions to the Social Sciences should conform to the requirements of the Publication Manual of the American Psychological Association (4th ed.), which can be obtained from the Order Department, American Psychological Association, P.O. Box 2710, Hyattsville, MD 20784-0710. The Publication Manual is also available in many libraries and bookstores. Authors are responsible for the accuracy of references and reference citations, which should be in APA format.

The suggested length of the article is 5000 words (35000 printed characters) (bibliography and summary not included).

Tables should be given Arabic numerals. The word ‘table’ and number are placed at the right margin of the text; the title is bolded and centred as a new paragraph:

| Table 2 |
| --- | --- | --- |
| **Comparison of the main research results** |
| Question | Group A | Group B |
| A table may occupy one or two columns of the text. If a table or figure is included as reference to other sources, original source and authors permission to reprint or adapt it should be indicated below. Reference to a table in a journal article: |
| **Note.** From (or The data in column 1 are from) ‘Title of Article’, by A. N. Author and C. O. Author, 1994, *Title of Journal*, 50, p. 22. Copyright 1994 by the Name of Copyright Holder. Reprinted (or Adapted) with permission. |

Reference to a table in a book:

*Note.* From (or The data in column 1 are from) *Title of Book* (p. 103), by A. N. Author and C. O. Author, 1994, Place of Publication: Publisher. Copyright 1994 by the Name of Copyright Holder. Reprinted (or Adapted) with permission.

Pictures. Pictures in the text are also given Arabic numerals. The number of the picture and its title are centred at the bottom of the picture:

**Picture 8.** Integrative model of communication

The same font should be used for all titles of the pictures. The size should be legible. Pictures may occupy one or two columns of the text. If pictures are by other authors, references should be indicated (see notes for tables).
References to other sources. All cited sources have to be included in the bibliography. The bibliography should include only the sources, referred to in the text. References in the text should be indicated by the author’s family name and year of publication (Smith, 1996). If the name of the author is referred to in the text, the year of publication is indicated in brackets:

Smith (1996) notes that...

If the same author is referred to in a paragraph, the year of publication is omitted.

References to a publication by two authors have to include both surnames. For a publication by 3-5 authors all surnames are indicated in the initial reference; other references include only the first surname and ‘et al.’: Brown, Jones and Smith (1995) compared.... Brown et al. (1995) stated...

When a publication is authored by 6 or more authors, only the first surname and ‘et al.’ has to be indicated in the reference.

When a publication is authored by an organisation or has no author, the title of the organisation or publication and the year of publication are indicated:

(Statistics Lithuania, 1996).


If reference is made to authors who have the same name, their first names have to be indicated. Semicolon is used to separate references to different authors and years of publication:

(Jones, 1991; Smith, 1993).

Publications by the same author with the same year of publication should be differentiated by letters a, b, c, etc. after the year of publication:

This idea is pointed out by several researchers (Johnson, 1992a, 1992b, 1992c; Singh, 1994).

Bibliography

A. Periodicals

- The first word of the title should be capitalised. Inverted commas and bolding should not be used.

1. A journal article by a single author:


2. A journal article by two authors:


3. A journal article by three or more authors:


- The first surname and ‘et al.’ (Borman et al., 1993) is used in the text references.

4. An article, submitted for publication:


5. An article in a weekly or monthly journal:

- Indicate the date of the publication (day or month), number and pages.


6. Newspaper article


7. When a reference is made to a secondary source, the primary source as well as the secondary source have to be referred to in the text (eg., a study by Seidenberg and McClelland, referred to in Coltheart et al.):


- Reference in the text:

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993).

B. Books and book chapters

1. A book by a single author


2. A book by two authors, 3rd edition


3. A book by three or more authors:

4. A book by an organisation or a group of authors:
   - In the bibliography a publication is listed according to the initial letter of the title.
   - When the author and publisher is the same, the word ‘Author’ is used instead of the publisher.


5. A book with a single editor


6. A book by two or more editors


7. A book with no author or editor


8. A dictionary or encyclopaedia


9. A chapter or article in a book with two editors


If a reference is made to an article in a book with no editors, the word ‘In’ is used with the title of a book.

10. Encyclopaedia chapters


C. Conference and symposium material

1. Publication of a conference presentation in conference material

Conference titles in English should be capitalised.


2. Unpublished conference presentation


D. Ph.D. or Master’s theses

1. Publication of a Ph.D. thesis


E. Unpublished manuscripts

1. Manuscripts, not submitted for publication


2. Manuscripts in preparation/submitted for publication (acceptance not confirmed)


- No indications of a journal or publisher are provided.
- A manuscript which is accepted for publication should be listed ‘in press’.
- References to manuscripts in preparation are made with the indication ‘Manuscript in preparation’.
1. Internet articles based on a print source

If the articles retrieved from online publications are exact duplicates of those in their print versions and are unlikely to have additional analyses and data attached, the same basic primary journal reference (see Examples A.1.) can be used. If you have viewed the article only in its electronic form, you should add in brackets after the article title ‘Electronic version’ as in the following example:


If you are referencing an online article that you have reason to believe has been changed (e.g., the format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries, you will need to add the date you retrieved the document and the URL.


2. Article in an Internet-only journal


3. Article in an Internet-only newsletter


4. Stand-alone document, no author identified, no date


5. Document available on university program or department Web site


6. Electronic copy of a journal article, three to five authors, retrieved from database

3. Requirements for the Electronic Form of an Article

(Times New Roman, 14 pt, Bold)

>14 pt

V. Abraitiené, R. Cenfeldaitė (Times New Roman, 12 pt, Bold)

>12 pt

Kaunas University of Technology (Times New Roman, 10 pt, Italic)

K.Donelaicio str. 73, LT-3006 Kaunas (Times New Roman, 10 pt, Italic)

>14 pt

Introduction (Times New Roman, 11 pt, Bold)

> 6 pt

Kaunas University of Technology publishing house ‘Technologija’ publishes approximately ten refereed journals, acknowledged by the Lithuanian Council of Sciences. Contributors must submit one electronic version and one paper copy of articles. These requirements conform to the requirements for the article and are supplemented by format requirements, indicated in italic.

(Times New Roman, 10 pt, Normal)

>12 pt

Software Requirements

> 6 pt

The article should be prepared by Microsoft Windows operational system Microsoft Word 6.0 (2.0) text editor. Times New Roman font is used for English and Lithuanian texts.

>12 pt

Page format

> 6 pt

Text should be laid out on A4 format (210 x 297 mm) page with the following margins: top – 20 mm, bottom - 25 mm, left and right - 18 mm.

>12pt

Information layout and editing in the article

> 6 pt

Title of the article, full name of the author, working place and its address should be presented in separate paragraphs at the beginning of the article. Text of the article should be arranged in two columns with a 6 mm spacing between them.

A numbered reference list and a summary below it should be given at the end of the text.

> 12 pt

References (8 pt, Bold)

> 6 pt


> 12 pt

V. Abraitiené, R. Cenfeldaitė (8 pt)

> 6 pt

How to Prepare a Manuscript for the Scientific Journal (8 pt, Bold)

> 6 pt

Summary (8 pt)

This document contains instructions for the preparation of manuscripts for the scientific journal. (8 pt, First Line 0,6 cm)