

# 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);
6. Submitting the paper, the following data about the author (no longer than 600 printed characters) should be presented separately:
  - 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.
  - 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:

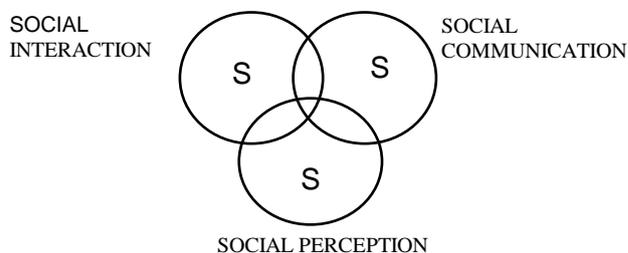
*Note.* From (or The data in column 1 are from) ‘Title of Article’, by A. N. Author and C. O. Author, 1994, *Title of Journal*, 50, p. 22. Copyright 1994 by the Name of

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).

(The Dictionary of International Words, 1991).

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:**

Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

#### **2. A journal article by two authors:**

Klimovski, R., & Palmer, S. (1993). The ADA and the hiring process in organisations. *Consulting Psychology Journal: Practice and Research*, 45 (2), 10-36.

#### **3. A journal article by three or more authors:**

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449.

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

#### **4. An article, submitted for publication:**

Zuckerman, M., & Kieffer, S. C. (in press). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*.

#### **5. An article in a weekly or monthly journal:**

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

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

## **6. Newspaper article**

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

**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.):

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

- 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**

Saxe, G. B. (1991). Cultural and cognitive development: Studies in mathematical understanding. Hillsdale, NJ: Erlbaum.

### **2. A book by two authors, 3<sup>rd</sup> edition**

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

### **3. A book by three or more authors:**

Ganster, D. C., Schaubroeck, J., Sime, W. E., & Mayes, B. T. (1991). *The nomological validity of the Type A personality among employed adults*. New York: McGraw-Hill.

#### **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.

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, Australian Capital Territory: Author.

#### **5. A book with a single editor**

Koch, S. (Ed.). (1959). *Psychology: A study of science*. New York: McGraw-Hill.

#### **6. A book by two or more editors**

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

- Publications with two or more editors may be listed with the initial surname and 'et al.'

#### **7. A book with no author or editor**

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

- The title of the publication is referred to in the text: (*Merriam-Webster's Collegiate Dictionary*, 1993).

#### **8. A dictionary or encyclopaedia**

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

#### **Chapters and articles in a book**

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

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

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**

Bergmann, P.G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

#### **C. Conference and symposium material**

##### **1. Publication of a conference presentation in conference material**

Conference titles in English should be capitalised.

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dientsbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

##### **2. Unpublished conference presentation**

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

#### **D. Ph.D. or Master's theses**

##### **1. Publication of a Ph.D. thesis**

Ross, D. F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1990). *Dissertation Abstracts International*, 49, Z5055.

##### **2. Unpublished Ph.D. thesis**

Wilfley, D. E. (1989). Interpersonal analyses of bulimia: Normal-weight and obese. Unpublished doctoral dissertation, University of Missouri, Columbia.

#### **E. Unpublished manuscripts**

##### **1. Manuscripts, not submitted for publication**

Stinson, C., Milbrath, C., Reidbord, S., & Bucci, W. (1992). *Thematic segmentation of psychotherapy transcripts for convergent analyses*. Unpublished manuscript.

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

McIntosh, D. N. (1993). Religion as schema, with implications for the relation between religion and coping. Manuscript submitted for publication.

- 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'.

## **F. Electronic References**

### **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:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

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.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

### **2. Article in an Internet-only journal**

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

### **3. Article in an Internet-only newsletter**

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). Videocounseling for families of rural teens with epilepsy -- Project update. *Telehealth News*, 2(2). Retrieved from <http://www.telehealth.net/subscribe/newsletter4a.html>

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

*GVU's 8th WWW user survey*. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

### **5. Document available on university program or department Web site**

Chou, L., McClintock, R., Moretti, F., Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

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

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

### 3. Requirements for the Electronic Form of an Article

*(Times New Roman, 14 pt, Bold)*

>14 pt

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

>12 pt

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

*K. Donelaičio 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

1. Mitchell, T. R., & Larson, J. R., Jr. (1987). People in organizations: An introduction to organizational behavior (3rd ed.). New York: McGraw-Hill. (8 pt, After 3 pt, Bullets)
2. Jucevičienė, P. (Red.). (1996). Lyginamoji edukologija. Kaunas: Technologija.

> 12 pt

V. Abraitienė, R. Cenfeldaitė *(8 pt)*

>6 pt

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

>6 pt

Summary *(8 pt)*

>6 pt

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