



# LIEPĀJA UNIVERSITY

***APPROVED***

*At the meeting of the Council of Studies, 15.03.2010, Minutes No 7*

***AMENDMENTS***

*At the meeting of the Council of Studies, 23.03.2020, Minutes No 10*

## **WRITING AND PRESENTATION OF STUDY WORKS**

Methodological guidance

Liepaja 2020

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## Introduction

Study programmes of Liepaja University **provide** for the development of a variety of students' independent works, which develop students' professional competence and promote the formation of research work skills. During the study process, students develop a number of scientific research works (study thesis, seminar thesis, course thesis, course project, sub-module test work, sub-module work, module work, project work) and a final thesis (qualification thesis, diploma project thesis, bachelor thesis, diploma thesis, master thesis, doctoral thesis).

The Methodological Instructions "Writing and presentation of study works" are binding for all students and lay down the generalised normative requirements for the development and presentation of the above-mentioned study papers, as well as the **obligatory requirements for the formatting of study works** that are described in the appendices to the methodological instrument, providing specific examples of formatting, and students also use methodological instructions or recommendations approved by the Faculty for the elaboration and presentation of research papers. *(in the wording of the Decision of the Council of Studies of 23.03.2020)*

Students are also required to comply with the specific requirements of the study programme (if any) when developing their research works. These requirements (if any) are communicated by the Director of the Study programme.

## 1. Research work ethics

Each student is expected to respect the ethical standards of scientific work and debate, international and national copyright laws: "Copyright Law"<sup>1</sup>, "Code of Ethics for Scientists" approved by the Latvian Council of Science on 11 November 1997.

When participating in discussions, presenting a paper or report, or writing a study work, it is the student's responsibility to avoid plagiarism, i.e., to not plagiarise another person's text, materials and opinions.

However, both students and experienced scientists use the insights of other scientists in their work and discussions, **quoting** or **retelling** them. Quotation does not contravene the Copyright Act - its Section 20 allows reproduction of published works in the form of quotations for scientific, research, polemical, critical and informative purposes to the extent appropriate to the purpose of the quotation.

If the reference to the work of other authors used in the written work (thesis, seminar work, course work, course project, sub-module test work, sub-module study work, module study work, project work) and in the final thesis (qualification thesis, diploma project thesis, bachelor thesis, diploma thesis, master thesis, doctoral thesis) is not indicated, the **work shall be considered plagiarised.** *(in the wording of the Decision of the Council of Studies of 23.03.2020)*

If a student has worked on a topic for several years, each year developing the idea, deepening the research, publishing the results at conferences, the thesis should include a statement that the thesis is a continuation of previous research. One may use own previous research results when correctly referencing. *(in the wording of the Decision of the Council of Studies of 23.03.2020)*

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<sup>1</sup> Copyright law. Saeima, VSIA "Latvijas Vēstnesis", 2005 - 2010 [accessed 9 March 2010]. Available on: [www.likumi.lv/doc.php?id=5138](http://www.likumi.lv/doc.php?id=5138)

## 2. Development of a draft version

A first draft is a version of a scientific paper that is discussed, revised and expanded. When writing a first draft, **one should observe good writing practice**: write on one side of the page only, leaving margins free. They are needed for notes, corrections.

The Draft **should be written in the layout envisaged**, i.e., the intended parts, chapters and sub-chapters should be identified. All the main parts of the work should start on a new page, and the chapters and subsections should continue on the same page. The paper must be written in a scientific style, free of orthographic, punctuation and style errors.

**All planned quotes and bibliographical references must already be present** in the draft version (for the formatting of bibliographical references, see the requirements of the field-specific study programme).

**Choosing and using quotes** can be difficult. It is advisable not to get carried away with retelling the literature you have read. Use quotes as briefly as possible and only when necessary to support your own opinions. Avoid stringing quotes.

Quotes must be completely accurate and, where they exist, must also preserve the various embellishments of the original. If any part of the quote used needs to be highlighted, this may be done (underlined or in a different typeface) by adding "my emphasis" or "my underlining" and the initials of the author of the work in brackets after such highlighting. A colon - .. - denotes the omission of a section of text in a longer quote. If a larger part of the text is omitted (e.g., part of a sentence, a clause, etc.), put the colons in square brackets [...].

If a study in a foreign language is quoted, the quote must be translated. The author of the translation of the quote should be mentioned if the book is in a foreign language (e.g., "translation by me" and the initials of the author of the translation).

Quotes can be used in different ways in a written text. Longer quotes are usually incorporated into the text in the form of direct speech. Such a quote should start with a capital letter and be put in quotation marks. Quoting just a small part of a sentence can be grammatically included in the text. Such a quote should also be put in quotation marks, but should not start with a capital letter (unless there are other conditions for using a capital letter). In speech, a quotation is indicated by the word "quote".

Scientific papers often do not use exact quotes, but instead present an opinion or point of view. In this case, speeches and articles tend to use various introductory phrases, such as *according to N's opinion*; *N acknowledges that*; *N believes that*; *N's research suggests*; and others.

Both quotes and retellings of ideas must include the source (the book, article or other material in which the insight used was read). Illustrations, maps, tables, diagrams, etc., used

in the work but not produced by the author, must also be accompanied by an acknowledgement of the author and source. The sources of citations should be indicated by a special notation called a **bibliographical reference**.

### **3. Structure of the study work**

Final theses (qualifying theses, diploma theses, bachelor theses, master theses, etc.) shall have the following parts:

- 1) cover page,
- 2) annotation in Latvian,
- 3) an annotation in a foreign language,
- 4) contents,
- 5) introduction,
- 6) the main parts, chapters and sub-chapters of the study work,
- 7) conclusions,
- 8) recommendations (if any)
- 9) explanation of abbreviations (if applicable),
- 10) sources (if any)
- 11) literature,
- 12) annex(es), if any,
- 13) page for the evaluation of the work.

#### **3.1. Cover page**

The cover page contains the most important information about the work:

- 1) the university, faculty or department where the student is studying;
- 2) the author of the thesis (for final theses - name, surname; for other theses - also the study programme and course);
- 3) subject;
- 4) type of work (study work, project work, module work, competition work, qualification work, diploma thesis, bachelor thesis, master thesis, etc.)
- 5) details of the work supervisor (name, academic or scientific degree and position, abbreviations are provided in Annex 6);
- 6) the place and year of writing of the work.

On the cover page, all the information should be in a specific order (see in Annex 1).

#### **3.2. Annotations**

The annotation is a brief description of the work.

Annotation is compulsory for final theses (qualification theses, diploma theses, bachelor theses, master theses). Annotations in Latvian and in a foreign language (English, German,

French or Russian) - up to 1 page per language. The structure and content of the annotations are the same in both languages. Sample annotations are available in Annex 2.

### **3.3. Contents**

The Table of contents is inserted after the annotations. The Table of contents (headed as “Table of Contents”) informs about all the components of the work. In the Table of contents, all headings must be worded exactly as they appear in the body of the work.

The Table of contents should preferably be created automatically. For technical requirements, see Annex 3.

### **3.4. Introduction**

Usually, the introduction does not have a specific title (name), it is called the Introduction.

The structure of the introduction is determined by the specifics of the field, i.e. for works in pedagogy, history, philology, computer science, art, economics, management studies, etc. may have a different introductory structure.

The introduction describes:

- 1) the rationale and relevance of the topic chosen;
- 2) the object and subject of the study;
- 3) the purpose of the study and the main objectives of the work;
- 4) the author's working hypothesis (research question);
- 5) the research base;
- 6) the theoretical basis of the work - the most important studies, monographs, and the findings of the scholars used in the student's work;
- 7) the methods and techniques used to collect, analyse and describe the material;
- 8) the theoretical and practical relevance of the research, and the feasibility of implementation.

The introduction should describe how extensively the chosen topic and related problems have been studied, the extent to which the topic has been developed and in what direction, highlighting the author's contribution to the research of the problem. The introduction should conclude with a brief description of the structure of the work.

### **3.5. The main parts of the study work**

The main parts of the study work include the solution of the topics, problems and tasks



set out in the introduction. The main material to be analysed in these parts is the material, observations and research obtained in theoretical studies and collected by the student. Analysis, judgements and conclusions must be reasoned. Good reasoning is always based on purposefully chosen examples. If you have collected very extensive material, it is advisable to start the description part with the most typical, commonly found examples (observations, survey results, etc.) and then move on to the description and analysis of the exceptions and special cases. It will not be possible to cover all the material collected in the text of the paper, so it is advisable to create overview tables, charts, diagrams, illustrations, photographs, maps and other material that is easy to read. Very large materials are better inserted in an annex at the end of the work. The design and choice of annex material should be justified and referenced in the body of the work.

It is recommended that each chapter ends with a summary that reveals the author's independent judgements on the research carried out in the chapter.

### **3.6. Conclusions**

This part of the work should be sufficiently short and concise, but should reflect all the **independent findings** that have emerged in the course of the work. **Conclusions should be in the form of theses.** They must be numbered.

### **3.7. Explanation of abbreviations**

The list of abbreviations should be inserted in the final part of the work after the conclusions. If there are few abbreviations in the work, they can be explained on a separate page instead of on the page where the abbreviation is first used. Abbreviations that are commonly used and familiar (for example, approx., e.g., see, this year, etc., etc., ha, cm, g, kg) need not be explained. The list of explanatory notes to abbreviations should be alphabetical.

### **3.8. List of sources**

**Sources** are all printed and manuscript materials used as matter to be studied. The list of sources includes all works analysed (in literary studies, history, mathematics, pedagogy, etc.), language materials studied (in linguistics), school textbooks (in teaching methodology or history of methodology in various subjects), normative documents, periodicals, archives and museum collections, practice materials, sociological questionnaires, etc. The list of sources should be arranged in alphabetical order.

See Annex 4 for the requirements for the formatting of sources.

### **3.9. List of references**

The **list of references** should list, in the order specified, all the literature used in the work and referred to in the text and footnotes, both printed and manuscript.

The list of references used in the coursework is usually arranged in alphabetical order, numbered consecutively (see the requirements of the field-specific study programme). First, works published in the Latin alphabet in different languages are sorted, then works published in the Slavic alphabet (Cyrillic) are grouped.

See Annex 4 for the requirements for the formatting of the List of references.

### **3.10. Annexes**

The work may also have annexes, bound in the same binding (covers) or, in special cases, separately. The cover of the separate annex shall be formatted similar to the cover page of the work, except that the title of the subject must be followed by the word 'Annex'.

An annex can be:

- 1) charts and tables for an overview of the material analysed;
- 2) photos, drawings, maps;
- 3) alphabetical list of words analysed;
- 4) teaching aids, handouts analysed in pedagogical or methodological work materials, exercise texts;
- 5) computer software, etc.

The technical presentation of the annexes may vary (black and white or colour). The originals in the annex may be hand-drawn or hand-sketches.

Annexes should be numbered. Each item (diagram, table, photograph, drawing, etc.) in the annex must have a title. (See Annex 4) If the annex also includes material that is not student-produced, each such item in the annex must be accompanied by an indication of the source.

### **3.11. A page for the evaluation of the work**

Study works are defended and evaluated at the work defence committee meetings. At the end of the work, the student (author) prepares and binds a sheet of paper for recording the evaluation of the committee, where:

- 1) the author of the work certifies by signature that the work has been independently developed and  
copyright law is not infringed therein (for all study works);
- 2) the supervisor signs a statement that the work is recommended

for defence (for final theses);

3) the date of the defence and the evaluation, signed by the Chairman of the committee.

Examples of page formatting are given in Annex 5.

At the end of the work, an envelope (A5 format) should be glued inside the cover for the reviewers' comments.

The supervisor does not give written feedback.

## **Annexes**

Cover page design



Liepāja University  
Faculty of Humanities

Jana Liepiņa

**Compound nouns in the newspaper "Diena"**

Bachelor's thesis in Humanities (Philology)

Scientific supervisor -  
Dr. philol. doc. Valda Kalniņa

Liepāja 2020

Liepaja University  
Faculty of Natural and Social Sciences

Aldis Briedis,  
3rd year student of the study  
programme "Tourism Management"

## **Defining elementary functions**

Study work

Scientific supervisor -  
Dr. math. asoc. prof. Jānis Bērzs

Liepaja 2020

## Sample annotation

### Annotation

**Author of the work:**

**Topic of the work:**

**Type of the work:**

**Study programme:**

**Scientific supervisor of the work:**

**Scope of work:**

**Keywords:**

**Aim of the study:**

**Contents:**

**Research methods:**

**Results of the work:**

**Usability of the work:**

## **Annotation**

**Author of the paper:**

**Theme of the paper:**

**Type of the paper:**

**Study programme:**

**Consultant of the paper:**

**Volume of the paper:**

**Key words:**

**Aim of the research:**

**Content of the paper:**

**Methods of research:**

**Results of the research:**

**Applicability of the paper:**



## **Annotation**

**Autor der Arbeit:**

**Thema der Arbeit:**

**Art der Forschungsarbeit:**

**Studiengang:**

**Wissenschaftlicher Betreuer der Arbeit:**

**Umfang der Arbeit:**

**Schlüsselbegriffe:**

**Ziel der Forschung:**

**Inhalt der Arbeit:**

**Forschungsmethoden:**

**Ergebnisse der Arbeit:**

**Anwendung der Arbeit:**

## **Аннотация**

**Автор работы:**

**Тема работы:**

**Вид работы:**

**Программа обучения:**

**Научный руководитель:**

**Объём работы:**

**Ключевые слова:**

**Цели исследования:**

**Содержание работы:**

**Методы исследования:**

**Результаты исследования:**

**Практическая ценность работы:**

## **Fiche recapitulative**

**Auteur:**

**Thème du travail:**

**Type de travail:**

**Programme d'études:**

**Dirigeant scientifique:**

**Volume:**

**Mots-clés:**

**Objectif de la recherche:**

**Contenu:**

**Méthodes de recherche:**

**Résultats de la recherche:**

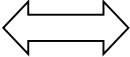
**Utilité du travail:**

## Requirements for the formatting of the study work

Table 1

## Technical requirements

What to format	How to format
Title of the work on the cover page	1) font Times New Roman; 2) character size 16; 3) bold text; 4) final works must include the LiepU emblem on the cover page (see Annex 1).
Different text on the cover page	1) font Times New Roman; 2) character size 14; 3) space between paragraphs 0; 4) the faculty should be the one where the author is studying.
Body text of the work	1) font Times New Roman; 2) character size 12; 3) the alignment of both margins; 4) indent 1.5 cm from the non-writing margin of the 1st line of paragraphs 5) row spacing 1.5; 6) space between paragraphs 0.
Unwritten margins of portrait pages	1) left margin 3 cm; 2) all other margins 2 cm
Margins of landscape pages (acceptable in the work and in the Annex)	1) top margin 3 cm; 2) all other margins 2 cm
Sample of landscape page	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>1. annex</b></p> <p><b>Title</b></p> <p>7</p> </div>
Chapter headings (style Heading 1)	1) font Times New Roman; 2) character size 14; 3) bold text; 4) heading centred; 5) 36 pt. above the heading (paragraph); 6) 12 pt under the heading (paragraph); 7) a dot (1.) has been added to the numbering; 8) there is no full stop at the end of the heading.
Sub-chapter headings (style Heading 2)	1) font Times New Roman; 2) character size 12; 3) bold text; 4) heading centred; 5) 12 pt. above the heading (paragraph); 6) 12 pt under the heading (paragraph); 7) linking the headline to the text that follows; 8) a dot (1.1) has been added to the numbering; 9) there is no full stop at the end of the heading.
Division of sub-chapters (style Heading 3)	1) font Times New Roman; 2) character size 12; 3) no bold text; 4) the heading is aligned to the left margin; 5) 12 pt. above the heading (paragraph); 6) 12 pt under the heading (paragraph); 7) linking the headline to the text that follows; 8) a dot (1.1.1.) has been added to the numbering; 9) there is no full stop at the end of the heading.

Heading numbering is not used for	<ol style="list-style-type: none"> <li>1) annotations;</li> <li>2) contents;</li> <li>3) introduction;</li> <li>4) conclusions;</li> <li>5) list of references;</li> <li>6) annex.</li> </ol>						
Table of contents heading Table of contents	Same formatting as style Heading1						
Table of Contents is created automatically	<ol style="list-style-type: none"> <li>1) font Times New Roman;</li> <li>2) character size 12;</li> <li>3) row spacing 1,5.</li> </ol>						
Pagination	<ol style="list-style-type: none"> <li>1) the number is displayed from the introduction to the cover page of the annex;</li> <li>2) numbers at the bottom right of the page.</li> </ol>						
Description of figures (all figures except table)	<ol style="list-style-type: none"> <li>1) description is below the figure;</li> <li>2) font Times New Roman;</li> <li>3) character size 10;</li> <li>4) bold text;</li> <li>5) description centred.</li> </ol>						
Sample of image description	 <p><b>Figure 5. Arrow</b></p>						
Table description	<p><b>Table number:</b></p> <ol style="list-style-type: none"> <li>1) above the table;</li> <li>2) font Times New Roman;</li> <li>3) character size 10;</li> <li>4) bold text;</li> <li>5) alignment at the right margin;</li> <li>6) a dot behind the number;</li> <li>7) no dot at the end of the title.</li> </ol> <p><b>Table heading:</b></p> <ol style="list-style-type: none"> <li>1) in the next row below the table number;</li> <li>2) font Times New Roman;</li> <li>3) character size 10;</li> <li>4) bold text;</li> <li>5) heading centred;</li> <li>6) no dot at the end of the heading.</li> </ol>						
Sample table description	<b>Table 5</b>						
	<b>Overview</b>						
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>						
In the text table	<ol style="list-style-type: none"> <li>1) font Times New Roman;</li> <li>2) character size 10;</li> <li>3) row spacing 1;</li> <li>4) alignment of the text at the left margin.</li> </ol>						
In the text, references to figures, tables, annexes	<ol style="list-style-type: none"> <li>1) (See Figure 4.)/ (See Table 4.)/ (See Annex 4.) or in a complete sentence.</li> <li>2) Formatting shall follow the main body of the work.</li> </ol>						
Cover page of the Annex	<ol style="list-style-type: none"> <li>1) One word on the page <b>Annex</b> if there is only one numbered annex or the word <b>Annexes</b> if there is more than one numbered annex.</li> <li>2) This word is formatted as an unnumbered chapter heading and placed in the centre of the page.</li> </ol>						
Numbered annexes	<ol style="list-style-type: none"> <li>1) The number and title of the annex shall be formatted as for a table, but in character size 12.</li> <li>2) Inserted figures, tables should be renumbered.</li> </ol>						

Annotation	In Latvian and one foreign language, after the cover page, according to a certain structure.
Footnote	1) Font Times New Roman; 2) character size 10; 3) can be used as a page footnote or as an end-of-work footnote.
Conclusions	Numbered list with a dot (1.).
Surnames in other languages	Latvianised surname ( <i>in the original language</i> ) only when the surname is mentioned for the first time. Should be used consistently for all non-Latvian surnames.
Sample use of a numbered list	<p><b>1. example.</b> Latvian nature is characterised by:</p> <ol style="list-style-type: none"> <li>1) rivers;</li> <li>2) lakes;</li> <li>3) highlands;</li> <li>4) lowlands.</li> </ol> <p><b>2. example.</b> Latvian nature is characterised by:</p> <ol style="list-style-type: none"> <li>1) plants;</li> <li>2) animals: <ol style="list-style-type: none"> <li>a) does,</li> <li>b) deer,</li> <li>c) wild boar;</li> </ol> </li> <li>3) waters.</li> </ol>

**Note. Numbering of** figures, tables, annexes and references to figures, tables, annexes in the text should preferably be done using the tools available in the text editor.

## Requirements for the formatting of list of sources and references

### List of sources and references

#### 1. Book

##### 1.1. Single author book

Author's surname, first name or initials. *Book title in italics*. Edition number (if reissued). Place of publication: publishing house, year of publication. Total number of pages. ISBN. e-ISBN (for electronic editions). Available at: doi: (for electronic editions; if the DOI (Digital Object Identifier) is not marked in the edition, the URL address is provided in the description). *(in the wording of the Decision of the Council of Studies of 23.03.2020)*

##### Example

Kristapsons, S. *Statistical methods in research*. Rīga: Biznesa augstskola Turība, 2020. p. 477, ISBN 9789934543241.

Hoff, K. G. *Business Economics*: [textbook]. 3rd edition. Rīga: SIA DCS, 2019. p. 604, ISBN 9789934192524.

##### 1.2 Two and three author books

The 1st author's surname, first name or initials, the 2nd author's surname, first name or initials, the 3rd author's surname, first name or initials. *Book title in italics*. Edition number (if reissued). Place of publication: publishing house, year of publication. Total number of pages. ISBN. e-ISBN (for electronic editions). Available at: doi: (for electronic editions; if the DOI is not marked in the edition, the URL address is provided in the description). *(in the wording of the Decision of the Council of Studies of 23.03.2020)*

##### Examples

Rēvalds, V., Rēvalde, G. *Pages in the history of physics and engineering*. Rīga: Sava grāmata, 2020. p. 587, ISBN 9789934582417.

Arājs, R., Drulle, V., Miesniece, A. *Natural sciences for grade 3: textbook*. Rīga: Zvaigzne ABC, 2018. p. 119, ISBN 9789934077197.

##### 1.3. Books by a collective of authors (four or more)

*Book title in italics*. Authors' names or initials and surnames. Place of publication: publishing house, year of publication. Total number of pages. ISBN. e-ISBN (for electronic editions). Available at: doi: (for electronic editions; if the DOI is not marked in the edition, the URL address is provided in the description). *(in the wording of the Decision of the Council of Studies of 23.03.2020)*

##### Examples

*Research: theory and practice*. Scientific editors: Kristīne Mārtinsone, Anita Pipere, Daiga Kamerāde. Rīga: Raka, 2016. p. 546, ISBN 9789984463551.

*Theory and practice of counselling and psychotherapy*. Ginta Ratniece, Indra Majore-Dūšele, Kristīne Mārtinsone ... etc. Rīga: Zvaigzne ABC, 2016. p. 624, ISBN 9789934062476.

*Language: meaning and form, 10. Latvian grammatical thought over the centuries*. Compilers, editors and foreword contributors of the collection: Andra Kalnača, Ilze Lokmane. Rīga: LU Akadēmiskais apgāds, 2019. p. 237, ISBN 9789934184932. e-ISSN 2256-0602. Available on: <https://doi.org/10.22364/vnf.10>.

## **2. Article in a collection, newspaper, magazine**

### 2.1 Article in collection

Author's surname, first name or initials. Title of article. *No*: Author of the book. *Book title in italics*. Place of publication: publishing house, year of publication. Pages of the fragment used. ISBN. e-ISBN (for electronic editions). ISSN. e-ISSN (for electronic publications). Available at: doi: (for electronic editions; if the DOI is not marked in the edition, the URL address is provided in the description). *(in the wording of the Decision of the Council of Studies of 23.03.2020)*

#### Example

Moul, John. A clash of cultures. *No*: Moul, John. *Business culture and etiquette in European countries*. Rīga: Jāņa Rozes apgāds, 2003. p. 46, 48 ISBN 9789984230641.

Lauze, Linda. Use of the words "that" and "when" in the oral text. *No*: *Language: meaning and form, 10. Latvian grammatical thought over the centuries*. Rīga: LU Akadēmiskais apgāds, 2019. pp. 105 -113. ISBN 9789934184932. e-ISSN 2256-0602. Available on: <https://doi.org/10.22364/vnf.10.10>.

### 2.2 Article in a newspaper

Author's surname, first name or initials. Title of article. *Name of the newspaper in italics*, newspaper No, year, date, pages of the article. ISSN. e-ISSN (for electronic publications). Available at: doi: (for electronic editions; if the DOI is not marked in the edition, the URL address is provided in the description). *(in the wording of the Decision of the Council of Studies of 23.03.2020)*

#### Example

Kārkliņa, Diana. Creative industries and cultural heritage. *Diena*, No 34, 18 Feb 2020, p. 7. ISSN 1407-1290.

### 2.3 Article in a magazine

Author's surname, first name or initials. Title of article. *Title of the magazine in italics*, magazine No, year, date, pages of article. ISSN. e-ISSN (for electronic publications). Available at: doi: (for electronic editions; if the DOI is not marked in the edition, the URL address is provided in the description). *(in the wording of the Decision of the Council of Studies of 23.03.2020)*



Ančevska, Ieva. Medicinal plants and healing in the context of time and power. *Letonica*, 2019, No. 39, pp. 77-91. ISSN 1407-3110.

### **3. Electronic resources (online publication)**

Author's surname, first name or initials (if any). *Name of the material* [name of the environment or material]. Place of publication: publisher, year of publication [date of access to resource]. Access.

#### Examples

Vasiljevs, Andrejs. *Knowledge is the key to prosperity* [online]. [Rīga: AS Delfi], 2002 [accessed 12 March 2020]. Available on: <https://www.delfi.lv/news/versijas/andrejs-vasiljevs-ar-zinasanam-tikt-pie-particibas.d?id=2982984>.

See the guidance tool for more details:

Mūze, Baiba. Bibliogrāfiskās norādes un atsauces : metodiskais līdzeklis. Rīga : LU Akadēmiskais apgāds, 2005. p.133.

*(in the wording of the Decision of the Council of Studies of 23.03.2020)*

### **4. Articles from electronic scientific journals - database access**

Articles retrieved from databases (e.g., Scopus, EBSCO, Science Direct, Cambridge Journals Online, Web of Science, etc.) must indicate the time of access in square brackets and the retrieval type or address. For electronic resources, the address is primarily the DOI. If there is no DOI marked in the resource, indicate the URL.

Author's surname, first name or initial. Year of publication of the journal. Title of article. *Name of the journal*. Journal serial number (journal number), year of publication, pages from to. ISSN. Database name. Retrieved from: doi: or Retrieved from: URL [see dd.mm.yyyy.]

#### Examples

Holma, Baiba, Pakalna, Daina. 2015. Information literacy in community development. *Research for rural development*. Vol. 1, 2015, pp. 271-275. ISSN 1691-4031. EBSCO. Retrieved from: <http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=120703307&site=ehost-live> [12.03.2020].

The descriptions of references, the ordering of lists and in-text references are based on the bibliographic referencing standards LVS ISO 690:2010.

*(in the wording of the Decision of the Council of Studies of 23.03.2020)*

**Formatting of the evaluation page**

**Sample 1 - course work**

I certify by my signature that the study has been carried out independently and that my work does not infringe copyright law.

Author(s) of the work .....

(Name, surname, signature, date)

Course work defended at the Liepaja University

Faculty .....

at a meeting of the course work defence committee .....

(date)

Evaluation .....

Course work supervisor(s) .....

(Name, surname, signature)



## Abbreviations of lecturers' titles and degrees

Table 2

### Abbreviations for lecturer titles

Full name	Abbreviated name
assistant	assist.
lecturer	lect.
docent	doc.
associated professor	assoc. prof.
professor	prof.

Table 3

### Abbreviations of scientific degree titles

Scientific field	Doctor, Habilitated Doctor	
1. Architecture	Dr. arch.	Dr. habil. arch.
2. Biology	Dr. biol.	Dr. habil. biol.
3. Computer science	Dr. sc. comp.	Dr. habil. sc. comp.
4. Economics	Dr. oec.	Dr. habil. oec.
5. Pharmacy	Dr. pharm.	Dr. habil. pharm.
6. Philology	Dr. philol.	Dr. habil. philol.
7. Philosophy	Dr. phil.	Dr. habil. phil.
8. Physics	Dr. phys.	Dr. habil. phys.
9. Geography	Dr. geogr.	Dr. habil. geogr.
10. Geology	Dr. geol.	Dr. habil. geol.
11. Engineering	Dr.sc. ing.	Dr. habil. sc. ing.
12. Chemistry	Dr. chem.	Dr. habil. chem.
13. Agriculture	Dr. agr.	Dr. habil. agr.
14. Mathematics	Dr. math.	Dr. habil. math.
15. Art	Dr. art.	Dr. habil. art.
16. Medicine	Dr. med.	Dr. habil. med.
17. Forestry sciences	Dr. silv.	Dr. habil. silv.
18. Pedagogy	Dr. paed.	Dr. habil. paed.
19. Political Science	Dr. sc. pol.	Dr. habil. sc. pol.
20. Psychology	Dr. psych.	Dr. habil. psych.
21. Sociology	Dr. sc. soc.	Dr. habil. sc. soc.
22. Theology	Dr. theol.	Dr. habil. theol.
23. Law	Dr. iur.	Dr. habil. iur.
24. Veterinary medicine	Dr. med. vet.	Dr. habil. med. vet.
25. History	Dr. hist.	Dr. habil. hist.