

UNIVERSITY OF LATVIA

FACULTY OF SOCIAL SCIENCES

**CONVENTIONS**

**FOR THE DEVELOPMENT AND DEFENCE OF TERM, BACHELOR'S, MASTER'S AND DIPLOMA PAPERS**

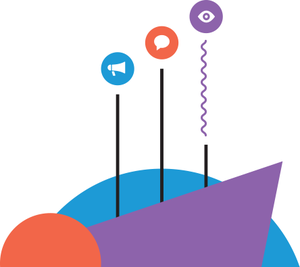
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1. General terms

These requirements have been developed in accordance with the "Regulations on final examinations at the University of Latvia" (approved by UL Senate decision No. 183 of 27.12.2011) (University of Latvia, 2011) and "Requirements for the development and defence of final papers (Bachelor's, Master's theses, diploma and qualification papers) at the University of Latvia" (approved by UL order No. 1/38 of 03.02.2012) (University of Latvia, 2012) and they regulate uniform requirements for the content, design and defence of the theses at the Faculty of Social Sciences of the University of Latvia (hereinafter - UL) (hereinafter in the text - FSS).

**The term paper** is a scientific study performed independently by a student in one of the corresponding fields of science, where the student proves their theoretical knowledge in the field, the ability to work with information sources, research work skills, and the ability to make independent decisions.

**The final paper** (Bachelor's thesis, Master's thesis or diploma paper) is a work, the development and defense of which is a prerequisite for the award of an academic degree or professional qualification.

**The Bachelor's thesis** is a study carried out by a student, which confirms the acquisition of both theoretical and practical knowledge as well as methodological skills in a group of fields of science or in the field in the scope determined by the study programme.

**The Master's thesis** is a study performed by a student, which certifies the acquisition of theoretical and practical knowledge, methodological and organisational skills in the field of science or sub-field in the scope determined by the study programme, as well as the ability to conduct research with elements of novelty or practical application, and the ability to draw conclusions independently.

**The diploma paper** is a study performed by a student, which confirms the acquisition of theoretical, practical knowledge and methodological skills in the scope of the standard of the chosen profession and study programme, as well as the ability to obtain results with elements of practical application, and the ability to draw conclusions independently.

Developing and defending a Bachelor's thesis, Master's thesis or diploma paper (hereinafter referred to as the final paper) is a mandatory part of the final examination in the FSS Bachelor's and Master's, as well as professional Master's study programmes.

2. STAGES OF TERM AND FINAL PAPER DEVELOPMENT

2.1. Selection and approval of the paper topic

The student chooses the topic of the term and final paper from the offer of the study programme or independently in relation with the selected study module and specialisation, concurrently observing the procedures laid down by the FSS study department and consulting with the teaching staff of the relevant study programme. The student, within the deadlines set by the study programme, submits an application addressed to the director of the programme to the programme assistant of the department (in accordance with the procedure adopted by the department). If necessary, the prospective advisor confirms with their signature that they agree to supervise the student's work on the selected topic (see Appendices [1](#pielikums_1) and [2).](#pielikums_2)

Topic applications and thesis advisors are approved in accordance with the procedures established in the relevant study programme consistent with the academic year calendar adopted in the relevant study department, but not later than:

**8 weeks** before the deadline for submitting the term paper in Bachelor’s and professional study programmes;

**10 weeks** before the deadline for submitting the Bachelor’s thesis in Bachelor’s and professional study programmes;

**10 weeks** before the deadline for submitting the diploma paper in professional study programmes;

**20 weeks** before the deadline for submitting the Master’s paper in Master’s study programmes.

If the paper topic is not approved, the director of the study programme gives the student a reasoned answer in the form of an individual consultation.

The title of the student's final paper (in Latvian and English), advisor and reviewers are approved by the FSS Dean's instruction no later than one month before the defence of the thesis, and in exceptional cases, no later than one week before the thesis is defended. Changes and clarifications of the topic of the final paper must be coordinated in writing with the advisor and the programme director (see [Appendix](#pielikums_3) 3).

2.2. Cooperation between the author and advisor in developing the paper. Stages of paper development

Close cooperation between the advisor and the author of the paper is an essential prerequisite for the successful development of the paper. The student is entitled to individually consult with the paper advisor, it is their duty to regularly present the advisor with the intermediate results of the working process.

The sequence of stages of development of the paper is recorded in detail in the relevant study course description, and it is as follows:

1. search and selection of scientific literature on the selected topic;
2. development of the concept (proposing the paper problem, setting a goal, research question/s and/or hypotheses, choosing the theoretical framework and appropriate research methods);
3. analysis of scientific literature and development of the theoretical part;
4. development of research design and plan (clarifies and develop the concept);
5. conducting an empirical study;
6. pre-defence of the paper, where the study course description provides for it;
7. submission of the paper draft (the paper draft comprises a theoretical analysis, an outline of the empirical research, final conclusions and accurate technical design may not be present);
8. development of the final draft of the paper;
9. submission of the final draft of the paper;
10. paper defence.

The sequence of stages may be changed by the decision of the department, also through changes in the description of the study course.

3. STRUCTURE AND SCOPE OF TERM AND FINAL PAPER

"Requirements for the development and defence of final papers (Bachelor's, Master's thesis, diploma and qualification papers) at the University of Latvia" determine the following structure of final papers, which shall also apply to the structure of the term papers:

1. title page;
2. abstracts, keywords;
3. table of contents;
4. list of abbreviations and symbols [[1]](#footnote-1);
5. introduction;
6. chapters and subchapters;
7. results and/or discussion;
8. conclusions;
9. acknowledgements[[2]](#footnote-2);
10. list of references;
11. appendices;[[3]](#footnote-3)
12. documentary page (University of Latvia, 2012).

The need for a list of designations, appendices and discussion is determined by the specifics of each paper.

The volume of the term paper (from introduction to conclusion inclusive) is 50,000-60,000 characters (including spaces), excluding footnotes.

The volume of a Bachelor's thesis (from introduction to conclusion inclusive) is 100,000-120,000 characters (including spaces), excluding footnotes.

The volume of a Master's thesis and a diploma paper of a second-level higher professional education study programme (from introduction to conclusion inclusive) is 150,000-200,000 characters (including spaces), excluding footnotes.

Students indicate the number of characters (from introduction to conclusion inclusive, but excluding footnotes) on the documentary page (see [Appendices 4a](#pielikums_4a) and [4b).](#pielikums_4b)

The student submits the final paper or term paper to the advisor, who indicates on the documentary page whether the thesis is recommended or not for the defence (taking into account the volume of the thesis and the number of characters) and confirms it with their signature. If the advisor does not recommend the thesis for the defence, they prepare a written opinion and submit it to the person authorized by Dean - the programme assistant. If the advisor does not recommend the work for the defence, the student has the right to choose whether to submit the paper for the defence without changes or to rework the paper, coordinating the paper submission with the advisor, reviewer and programme director in writing. The revised thesis must be submitted no later than one week before the public defence of the thesis according to the academic year calendar.

If the student submits a paper not recommended for the defence by the advisor (without changes), the director of the study programme appoints an additional reviewer within one working day.

4. CONTENT OF TERM AND FINAL PAPER

1. **The title page** is designed according to the sample (see [Appendix](#pielikums_5) 5).

2. **The abstract** is written in the Latvian and English languages. In addition, one can add an abstract in another foreign language which is most appropriate for the presentation of the results of the paper. The abstract indicates the topic, goal, theoretical approach, methodology and results of the paper. The volume of the abstract is up to 2000 characters (including spaces). On the same page, after the abstract, 4-6 keywords (in Latvian and English) describing the topic of the work are inserted.

3. **The table of contents** for papers is created automatically (see the sample in Appendix 6) and starts with a list of abbreviations and symbols. Chapters (including the findings and discussion chapter and conclusions) and subchapters are numbered with Arabic numerals, and appendices (if any) are numbered separately with Arabic numerals, indicating the name of each appendix. The previously started page numbering continues on the pages of the appendices.

4. In the **list of abbreviations and symbols** (if applicable), the notations and abbreviations used in the paper are explained.

5. **The introduction includes and describes the** following key elements (changes are possible according to the requirements of the particular study programme):

* + - 1. topicality of the topic, limitations of the topic (if applicable);
      2. background and problem of research;
      3. previous research, novelty;
      4. research aim and objectives;
      5. research object and subject;
      6. research questions and/or hypothesis;
      7. theoretical considerations;
      8. research methods;
      9. empirical base;
      10. theoretical and practical significance of the work;
      11. paper structure.

6. **Chapters with subdivisions** form the main body of the term or final paper. Chapters with subchapters form the main body of the term or final paper. There the analysis of theoretical and information sources related to the research problem is performed, the previous research is characterised, the methodology and the obtained results are described. Each subchapter should be at least two pages long.

In the first chapters, it is recommended to explain the terms and concepts used in the paper, to conduct a theoretical analysis of the research problem, to describe the context and provide an overview of the theory/ies forming the theoretical considerations of the paper.

It is recommended to devote the following chapters to the analysis of the previous research, reviewing both the most significant and recent scientific studies on the specific research problem. The characterisation of the previous research should include foreign studies and those carried out in Latvia, as well as students' final papers. To select most relevant theoretical articles and research descriptions, it is preferred that full-text and citation databases subscribed to by the University of Latvia, the National Library of Latvia or other universities should be used.

The analysis of the previous research is followed by a description of the empirical research conducted by the student, which consists of a description of the methodology and data analysis. The description of the methodology justifies the choice of research methods by characterising their basic principles and describes the course of the research. When characterising the methods, their use in the research should be indicated (what is measured, by what tools, how they are applied). The methodology must be organically related to the theoretical basis of the study, the research questions and hypothesis, and the empirical basis. The methods of data acquisition, principles and techniques of data analysis and interpretation, ethical aspects of research should be described and justified.

The titles of chapters and subchapters should be specific and concise, and they should accurately reflect the content. The material must be presented in a logical order. Each chapter should end with conclusions, forming a transition to the next chapter. If chapters are divided into subchapters, there must be at least two subchapters.

7. **Findings and/or discussion.** The methodology is followed by data analysis, research findings and discussion. This part analyses the most important results obtained, compares them with the results of other studies, and interprets them based on theories. The discussion can also be formed as a separate chapter where the obtained results are compared with the theoretical knowledge, the results of other studies and the proposed hypothesis or research questions. If the discussion is divided separately, then only the most important results are presented in the results section, paying attention to topicality and regularities, but the research analysis is transferred to the discussion.

8. **Conclusions.** The final conclusions provide an overview of the progress of the research and the main lessons learned, determine whether and how the hypothesis has been validated in the course of the research, or whether answers to all the research questions raised have been obtained. The conclusions can be summarised in the order presented in the paper or in the order of their significance. This part describes the practical significance of the research and suggests further possible research directions. The conclusions should contain only the author's own insights that result from the previous presentation.

9. If the author wishes, in the **acknowledgments** they can express their gratitude to everyone who helped in conducting the research, data collection, as well as who provided moral or material support.

10. **List of references.** The list indicates only the sources of information referred to in the paper. Descriptions of FSS references, ranking of the list of references and in-text references are formatted according **to the classic APA** (American Psychological Association) (see examples of references in [Appendix](#pielikums_7a) 7a), and **the adapted APA** referencing guidelines (see examples of references in [Appendix](#pielikums_7b) 7b).

* **The Department of Sociology and the Department of** **Information and Library Studies** use the **classic APA** referencing in the academic papers (seeAppendix7a).
* The Department of Political Science and the Department of Communication Studies use the **adapted APA** referencing in their academic papers (see examples in **Appendix 7b).**

11. **Appendices** are added after the list of references in the order they are mentioned in the text. Appendices contain a research instrument, aggregated data collected and other materials providing additional information on the issues discussed in the paper – sample questionnaires, observation logs, transcripts of interviews and focus groups, images, larger-scale tables.

12. **The documentary page** (see [Appendix 4a](#pielikums_4a) (for term papers) or [4b (](#pielikums_4b) for final papers) contains:

* + - 1. the title of the paper and the UL Faculty where the paper was developed;
      2. a statement that the research has been conducted independently, that all the sources of information used are included in the list of references;
      3. a statement that the electronic copy of the paper corresponds to the submitted computer printout (only for the final papers);
      4. the character count in the paper (from introduction to and including conclusions, but excluding footnotes);
      5. a signed recommendation of the academic advisor for the defence of the paper;
      6. reviewer's details - academic position and scientific degree - if it is provided for in the description of the study course;
      7. the place of signature of the programme assistant or dean's authorized person on receiving the work (only for final papers);
      8. the date of the defence and the signature of the Secretary of the Board (only for the final papers).

5. Technical design of term and final paper

5.1. Working language

The term and final paper are written in the correct, literary Latvian language, adopting scientific writing style. The use of other languages is permissible in the following cases:

1. international students;
2. in other cases provided for in regulatory enactments.

5.2. Title page design

* The title page is computer type-set (see [Appendix](#pielikums_5)5).
* The top of the title page holds the name of the university, faculty and department (each in a separate row) in capital letters (*All caps*, **but not** *Caps lock*), 14 pt, Word processed using Times New Roman, centred in the middle of the page, spacing between lines is 1.5 pt.
* The **title** of the paper is written in bold capital letters (*All caps*), 14 pt, Word processed using Times New Roman, centred in the middle of the page. Spacing between the name of the department and the title of the paper is 48 pt (*Paragraph-Spacing-After)*.
* The title of the paper is followed by the type of paper: Master's thesis, Bachelor's thesis and Diploma paper, or Term paper. The type of paper is written in capital letters (*All caps*), 14 pt, *Times New Roman*, centred in the middle of the page. Spacing between the title of the paper and the type of the paper is 24 pt *Paragraph-Spacing-After*).
* The name and surname of the author of the paper, succeeded by the student ID number, the position of the advisor, the academic degree and the name and surname of the advisor (each in a separate line) is written under the type of paper. This text is written in the standard style (regular), except for the name and surname of the author of the work, which is written in bold (bold), font size - 12 pt, font - Times New Roman, indentation of the entire text (paragraph) from the left edge - 6.35 cm. Spacing between the type of paper and author's name and surname 72 pt (*Paragraph-Spacing-After*).
* The place of paper development (university city) and the year are written at the bottom of the page. It is written in capital letters (*All caps*) and numbers in one line, 14 pt, *Times New Roman*, centred in the middle of the page. Spacing between the advisor details and the place and year of paper development is determined as necessary so that the title page fits on one page and the place and year of development are at the bottom of the page.

5.3. Text layout

* The paper is computer typed on A4 standard sheets printed on one side of the page.
* Page settings: top, bottom and right margin – 20 mm, left margin – 30 mm.
* The pages are numbered at the bottom, in the middle of the page with Arabic numerals. All pages (including the title page) are included in the numbering. The numbering is displayed starting with the page that follows the title page.
* The font size is 12 pt, Times New Roman (also for page numbering). Paragraphs are formatted with a 1.27 cm first line indent. Spacing between lines is 1.5 pt The text is to be aligned evenly along the left and right margins (justified).

5.4. Chapters and subchapters

* Each chapter starts on a new page. Subchapters do not start on a new page.
* **The headings of the chapters** are numbered in Arabic numerals (including sections of results and/or discussion and conclusions). Headings are written in capital letters (*all caps,* **but not** *caps lock*) bolded*,* 14 pt, centred in the middle of the page. Spacing from chapter heading to the text – 2 line spacing or 24 pt.
* **The headings of the subchapters** (both level two and level three) are numbered in Arabic numerals. The headings are written in lower case (except the first letter) in*bold, 12 pt, left-aligned and the indentation of 1,27 cm from the left edge of the page. Subchapter headings are formatted with a 24-point spacing before heading and without spacing after the heading.*
* A full stop is not used after the heading or subheading. Abbreviations are not used in headings – the exception is abbreviations that are explained in the list of abbreviations and symbols.
* The page should not end with a heading. See an example of the design of text and headings in Figure 5.1.

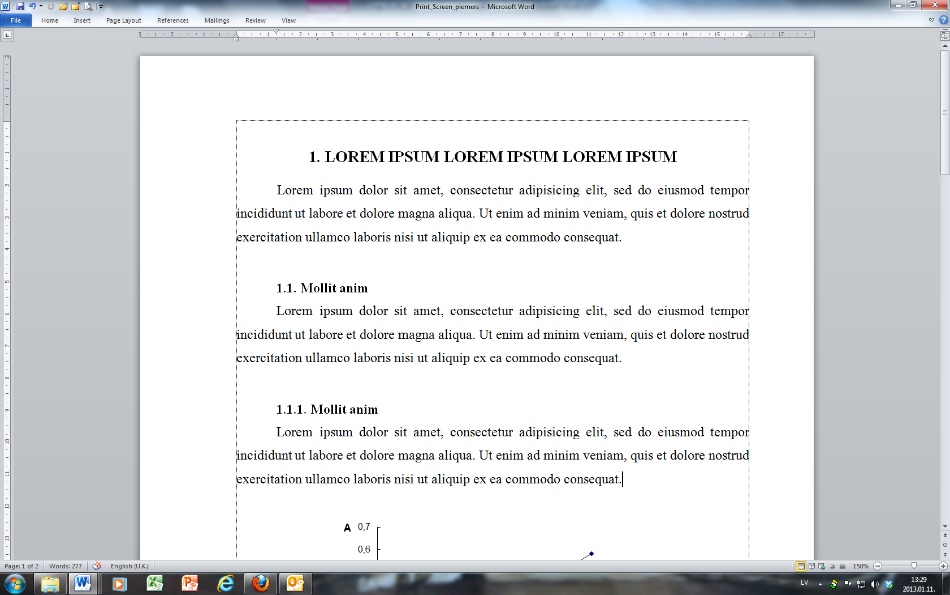
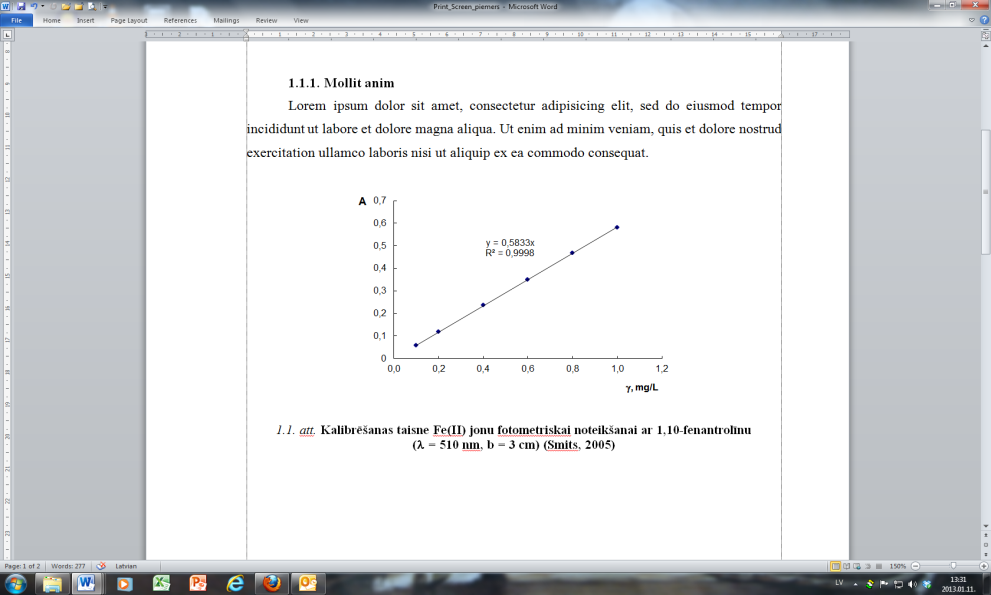


Fig.5.1 **Text and chapter headings layout**

5.5. Pictorial material

**Figures**

* Conventionally, anything pictorial (be it a graph, a drawing, a photograph, a diagram, etc.) is called a Figure.
* Figures are inserted on the page immediately after mentioning them in the text. The text indicates in brackets a reference to the Figure, e.g. (see Figure 5.2).
* Figures are centred. Spacing between the figure and the text is 1.5 line.
* The captions are centred under the figure, the number is written in Italic, 11 pt and the name in bold, 11 pt (see Appendix8). No extra space is added between the figure and the figure number. Spacing between the title of the figure and the text is 12 pt (*Paragraph-Spacing-After*).
* If the figure is not created by the author themselves, but is taken from a source of information, a reference has to be placed after its title.
* A full stop is not used after the caption.
* The figures inserted in the text are numbered by chapter, i.e. the first figure (even if the only one) in chapter two   
  would be Figure 2.1. The figures in the Appendices are numbered indicating only the serial number of the figure. For the example of the figure number and caption formatting, see Figure 5.2.



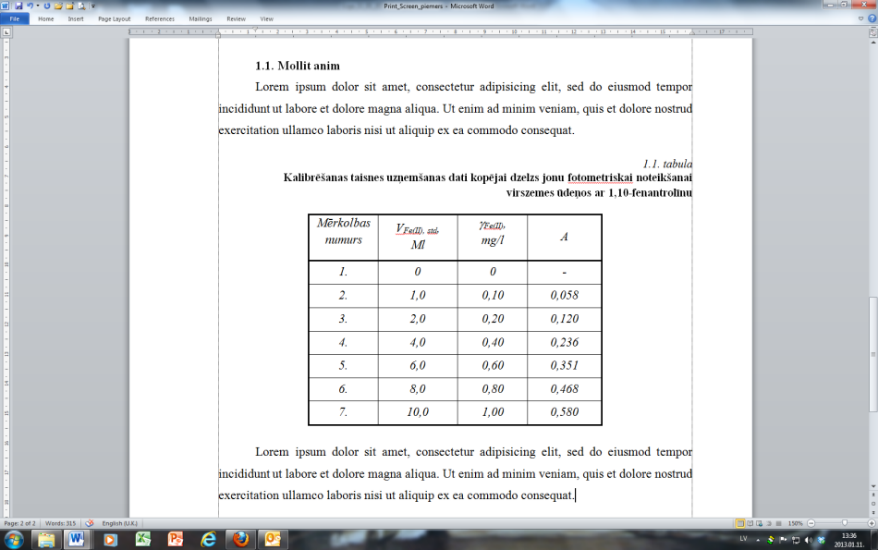
the first figure of the first chapter

reference to source

*Fig. 5.2* **Formatting of figure number and caption**

**Tables**

* It is recommended to place the numerical information used in the paper in tables for transparency.
* Table number and caption are placed above the table in the upper-right corner, with the right alignment. The number is written in *Italic,* 11 pt, while caption in **Bold**, 11 pt (see Appendix8). If the table should be carried over to the next page, above it is written "... table continued". A full stop is not used after the table caption.
* The table must be centred. Table characters measure 12 pt (for a large table they can be reduced) and characters are written in *Italic*, centred in a table cell in the middle (*Align centre*), *the distance between text,* and other rows of symbols in the table – one line spacing (*Single*)*.*
* The tables in the text are numbered within the chapter, indicating both the serial number of the chapter and the table. The tables in the Appendices are numbered with only the serial number of the table. For an example of the table number and caption design, see Figure 5.3.



first table of the first chapter

Fig.5.3 **Formatting of table number and caption**

The pictorial material in the text is placed in such a way that it can be easily viewed and read in the direction of reading the text or by turning the page 90 degrees clockwise. The pictorial and numerical material contained in the text should be analysed and commented on.

If the pictorial material takes more than two thirds of the page, it should be placed in appendices, referenced, and analysed in the text.

**Appendices**

* Appendices are added at the end of th e paper (after the list of references) in the order they are mentioned.
* Appendices may be separated by a separate cover page 'Appendices'.
* Appendices are numbered in the upper-right corner of the page. Each appendix must have its own heading, which is written on the right in the next line below the appendix number. The number is written in *Italic,* 11 pt, the caption in **Bold***,* 11 pt (see Appendix 8). The distance between the line of the appendix number and the line of the appendix heading is 1.5 line spacing.
* The table of contents indicates each appendix (its number and name). The text should refer to the appendix number.
* The appendix pages shall be numbered at the bottom, in the middle of the page in Arabic numerals, keeping continuous page numbering of the paper.
* Appendices may be of a smaller font size (9 or 10 pt) if there are large content analysis files or transcripts of interviews.

5.6. Typographical emphasis and quotation marks, display of dates and numbers in the text

Consistent and precise use of typographical emphasis (italics, bold, underscore, letter spacing, etc.), quotation marks and spaces plays an important role in the design and perception of the text. For examples of the use of typographical emphasis, quotation marks and spaces in the text, see [Appendix](#pielikums_9) 9.

6. Submission of term and final paper

6.1. Procedure for the submission of the term paper

The deadline for the submission of the term paper is approved annually by the decision of the FSS Department meeting and included in the academic calendar. The student must submit the term paper in accordance with the academic calendar of the relevant study department. In exceptional cases, with the permission of the director of the study programme, the time period for the submission of paper may be extended. In these exceptional cases, the paper must be submitted at least one week before the public defence. An extension with the justification for the necessity of an extension must be co-ordinated in the form of an application with the advisor of the work, the reviewer (if the necessity of the reviewer is determined by the description of the course) and the director of the study programme, it shall be submitted to the study methodologist. The review of the term paper is carried out in accordance with the procedures laid down in the course description.

The student submits the term paper electronically. Electronic copies of the term paper in PDF (*Portable document format*) and Word format, which also include abstracts in Latvian and English, are uploaded by the student to the e-learning environment (*MOODLE*) on the site created specially for the term papers. The converted copy is retained under the file name containing the student's surname, name and student ID number, such as: Berzins\_Janis\_**BJ93010.** The file name is formatted without diacritics (long marks, softening marks and hissing markings).

In order to establish whether the principle of academic integrity in plagiarism is violated (see [Section](#nodala_9) 9), electronic copies of term papers are checked in a computerised inter-university plagiarism control system.

The term paper is not accepted and directed further for defence if it has an insufficient number of characters, or it exceeds 20% of the specified number of characters.

6.2. Procedure for the submission of the final paper

The deadline for the submission of the final paper is approved annually by a decision of the meeting of the FSS Study Department and included in the academic calendar. The student must submit the final paper in accordance with the academic calendar of the relevant study department. In exceptional cases, with the permission of the director of the study programme, the time period for the submission of paper may be extended. In these exceptional cases, the paper may be submitted no later than one week before the public defence of the paper. In order to extend the term for the paper submission, the student must write an application for an extension, co-ordinating it with the advisor, reviewer and director of the study programme. This document must be submitted to the programme assistant at the latest one day before the specified deadline for submission.

The student submits the final paper in two computer-typed, bound copies and in the form of one electronic copy, uploading it to the Information System of the University of Latvia (hereinafter – LUIS). Uploading an electronic copy to LUIS is done **before** submitting copies of the computer printout to the programme assistant or to the person authorised by the dean. The student may also submit the final paper electronically (signed with a secure electronic signature).

The student first submits the final paper to, **the advisor,** who indicates on the documentary page whether the paper is recommended or not recommended for defence, certifying it with their signature. If the academic advisor does not recommend the paper for defence, they shall prepare a written opinion and submit it to the programme assistant, but the student is entitled to choose whether to rework the paper or submit the paper for defence without changes. If the student submits the paper for defence without changes - the director of the study programme appoints an additional reviewer.

In cases when the student submits the final paper electronically, the academic advisor provides the programme assistant or the person authorised by the dean with, or uploads in e-studies a signed certification as a separate document regarding the recommendation or non-recommendation of the final paper for defence.

The student submits copies of the computer printout of the final paper signed by the advisor to **the programme assistant or to the person authorised by the dean** within the time period specified by the department. The programme assistant or the person authorised by the dean does not accept the final papers if they do not meet the specified number of characters, the topic approved in the dean's order or the copies of the computer printout are not identical with the uploaded electronic copy in LUIS. Papers are not accepted after the deadline. The programme assistant submits the paper to the reviewer for examination. The number of reviewers is determined according to the requirements recorded in the course description. The student has the opportunity to get acquainted with the review(s) of their work no later than 24 hours before defending the paper.

6.3. Binding of computer-printed copies of the final paper

One copy of the computer printout of the final paper must be bound in hardcover. For cover design, see [Appendix](#pielikums_10)10. The second copy, which the author of the work receives back after defending, may be in a thermal binding (cannot be in a spiral) or hardcover.

6.4. Preparation of a digital copy of the final paper

The student converts an electronic copy of the final paper, which also includes an abstract in Latvian and English, to PDF (*Portable document format*) format and uploads to LUIS using their username and password. Abstracts shall be copied or typed in the LUIS fields intended for the same.

The converted copy is retained under a file name consisting of the student's surname, name and student ID number, for example: Berzins\_Janis\_**BJ93010.** The file name is formatted without diacritics (long marks, softening marks and hissing markings).

The final paper is uploaded and stored in a single file up to a size not exceeding 50 MB. Until the computer printouts are submitted, the student has the opportunity to upload the electronic copy repeatedly.

The student certifies the compliance of the electronic copy with the submitted printouts on the documentary page of the final paper with their signature. If the final paper contains a commercial secret (in conformity with the characteristics of a commercial secret defined in Section 19 of the Commercial Law) or sensitive personal data (in accordance with the characteristics of sensitive personal data defined in Section 2 of the Personal Data Protection Law), the student submits an application addressed to the Dean of the FSS with a request not to publish the paper, as well as asks for a written opinion of the advisor and programme director (see [Appendix](#pielikums_11) 11). The student submits the application to the programme assistant by the date of submission of the draft, which is determined by the decision of the department meeting.

When accepting the final paper, the programme assistant or the person authorised by the dean verifies whether the title of the paper conforms to that title approved by the dean's order and whether the electronic copy of the paper has been uploaded to LUIS, registers the date of the defence and confirms the receipt of the final paper with their signature on the documentary page. If the Dean of the FSS has allowed the paper not to be published, the programme assistant or the person authorised by the dean makes an appropriate indication in LUIS.

The final paper is not accepted and directed further for defence if it has an insufficient number of characters, or it exceeds 20% of the specified number of characters.

Electronic copies of the papers are available to their advisors, reviewers and the final examination board. In order to establish whether the principle of academic integrity in plagiarism is violated (see [Section](#nodala_9) 9), electronic copies of final papers are checked in a computerised inter-university plagiarism control system. It is allowed to include only the papers that have been checked for plagiarism in the final thesis defence protocol in LUIS. The fulfilment of this requirement is controlled by LUIS.

7. Criteria for the evaluation of term and final papers at the Faculty of Social Sciences

The director of the relevant study programme is responsible for the development of the criteria for the evaluation of the term and final papers. In accordance with the "Regulations on final examinations at the University of Latvia" (approved by UL Senate Decision No. 183 of 27.12.2011), the evaluation criteria are examined by the Council of Study Programmes and approved by the Faculty Council not later than 20 weeks before the final examination.

7.1. Selection of the topic, clarity of wording and internal consistency of research design

* Topicality of the selected research problem, justification of its choice;
* Clarity and accuracy of the wording of the research problem;
* Accuracy of wording of introductory elements (research goal, hypotheses or research questions, research objectives, subject and object of the research);
* Internal consistency of of the research structure and and its relevance to the research problem;
* Concordance between the title of the research, its goal, and the content of the paper.

7.2. Theoretical considerations

* Ability to perform theoretical analysis of the research problem;
* Relevance of the chosen theory, its application in research;
* Background study (research already carried out has been identified and analysed);
* Ability to navigate freely in the literature and research of the relevant field, as well as to correctly and critically reflect the respective findings in own paper (theoretical literature of the field is used, including the latest periodicals of the field).

7.**3. Research methodology and use of research methods**

* Selection of appropriate research methodology;
* Justification for the choice of research strategy and methods;
* Description of the research procedure;
* Materials appended to the paper;
* Ability to apply the selected methods for data collection, processing and analysis;
* Compliance with the principles of research ethics.

7.4. Analysis of findings and conclusions

* Ability to analyse, evaluate, draw reasonable conclusions using empirical data of the research;
* Ability to critically evaluate the obtained results and establish discussion;
* Originality of conclusions;
* Ability to connect the theoretical considerations and the analysis of other studies with the empirical data research, research results and conclusions performed individually.

7.5. Quality of language

* Correct use of the scientific written language style;
* Precise use of field terminology;
* Punctuation marks are used correctly and words are spelled correctly.

7.6. Compliance with the norms and technical requirements set for academic paper

* Appropriate volume;
* Ability to work with scientific literature and information sources (search, select, evaluate, analyse);
* Accurate referencing according to the classic APA (American Psychological Association) or adapted APA reference style. All citations in the text have references, all sources used are included in the list of references;
* Compliance of the paper with the requirements of the technical design (formatting, page settings, typefaces, automatic table of contents);
* Use of appropriate formatting of pictorial material in the text.

8. Defence and evaluation of term and final papers

8.1. Defence and evaluation of term paper

The defence of the term paper takes place with the participation of at least two academics of the department. The author of the term paper briefly (up to seven minutes) introduces the participants with the research problem, hypothesis and/or research questions, the research procedure and the main conclusions. Teaching staff of the department and students present ask questions (up to five minutes). The paper advisor assesses the progress and results of the work.

If the course description provides for a reviewer of the term paper, a written review must be submitted to the programme assistant, who must make the reviewer's opinion known to the student at least 24 hours before defending the term paper. The procedure for defending the paper includes the reviewer's oral assessment of the paper or, in the absence of the reviewer, the main theses of the written review are presented to the audience. At the end of the procedure, the author's final word is provided for.

The evaluation of the term paper takes into account:

1. compliance of the paper with the quality criteria;
2. defence speech of the author of the paper (skill to present the conducted research in a scientific, focused and reasoned manner, formulate conclusions, indicate future possible research directions);
3. answers to questions and ability to engage in discussion.

The advisor, the reviewer (if provided for) and other academics who have participated in the defence decide on the grade of the term paper in a closed session. The assessment is notified to the student after the end of the meeting, ensuring the confidentiality of the assessment. Term papers are assessed on a 10-point scale. The lowest positive grade for term papers is 4 (almost satisfactory).

8.2. Defence and evaluation of final paper

The defence of the final paper takes place in open session of the final examination board. The composition of the Board is approved for annually by an order of the UL Rector. The Chair and Deputy Chair of the Board are doctorate degree holders. The members of the Final Bachelor's Examination Board must be representatives of the academic staff with a doctoral or master's degree. In master's academic study programmes, the members of the final examination board, except for the Secretary, must have a doctoral degree or an academic title of an assistant professor. The Chair of the Professional Master's Study Final Examination Board and at least half of the composition of the Board must be specialists in the field. At least half of the members of the Board must have a doctorate.

The final examination board is quorate if the Chair or their deputy, the secretary of the board and at least one member of the board participate in the meeting thereof.

The work schedule of the examination board is drawn up by a programme assistant.

The final paper can be defended by all students who, by the end of the semester registration week, have settled their academic commitments for the previous semesters. If the study plan provides for the acquisition of study courses also in the last semester, then the academic commitments for these study courses must be settled not later than eight weeks before defending the paper. The list of students who are allowed to take the final examination is approved by the order of the Dean of the FSS.

In preparation for the paper defence, the student has the right to become acquainted with the review and reviewer's questions at least 24 hours before defending the paper.

In the defence of the final paper, the following procedures are observed:

1. the author's presentation (up to seven minutes) describes the research problem, the theoretical considerations, the hypothesis, the research questions, presents the research procedure, the results obtained, the main conclusions. It is also recommended to prepare handouts or demonstration material;
2. Answers to the questions from the reviewer, members of the Board and others present. Answers are given to each question immediately after it is asked. A maximum of 10 minutes is allowed for questions and answers;
3. scientific advisor’s reference describing the work process, working style, skills and abilities to conduct independent research, assessment of the final result (according to the course description);
4. reviewer’s reference in which the work is evaluated in accordance with the criteria for the evaluation of the papers as described in Section 7. The reviewer concludes their reference with an assessment – whether the developed research meets the requirements and the applicant may be awarded a Bachelor's or Master's degree. If the reviewer is unable to attend the meeting, the Secretary of the Board or the Chair of the Board read the previously submitted written review;
5. Final word – the author responds to the reviewer's remarks, defending his position if necessary.

The evaluation of the final paper takes into account:

* compliance of the paper with the quality criteria;
* defence speech of the author of the paper (skill to present the conducted research in a scientific, focused and reasoned manner, formulate conclusions, indicate future possible research directions);
* answers to questions and ability to engage in discussion.

After the completion of the defence procedure of all the papers provided for in the work schedule, the Chair of the Board declares a break in the course of the open session and announces the time of its resumption. During the break, a closed meeting of the Board takes place, in which the members of the Board decide on the grades (on a 10-point scale). If academic advisors or reviewers of the papers cannot participate in a closed session, they submit their assessment to the Secretary of the Board by the beginning of the session. The decision on the assessments is taken by open vote, by a simple majority. In the event of an equal number of votes in favour and against, the Chair of the Board has the casting vote. Term final papers are assessed on a 10-point scale. The lowest positive score for each part of the final assessment is 4 (almost satisfactory).

In the continuation of the open session of the examination board, the general results of the defence of the final papers are announced - the course of the defence and its results are briefly described, without mentioning the evaluations of individual papers. Grades are not publicly announced, they are recorded in the minutes of the meeting and in the documentary pages of the second copy of the final paper, and the authors of the final paper are notified individually.

9. Respect for academic ethics and academic integrity

"Regulations on Academic Integrity at the University of Latvia" (approved by UL Senate Decision no. 2-3/48 of 26.04.2021) (University of Latvia, 2021) stipulate that students must observe academic integrity, avoiding plagiarism and dishonest use of intellectual property. The most serious violations of academic integrity in the term and final papers can be as follows:

* falsification and fabrication of the results of any research;
* false references: reference to non-existent publications, studies or data;
* plagiarism and self-plagiarism;
* use of data, research and ideas collected by others without referencing;
* non-compliance with anonymity and confidentiality vis-à-vis the persons involved in the study;
* selective use of only the research results that confirm the author's hypotheses or research assumptions.

Plagiarism is a particularly serious violation of academic integrity. "Regulations on Academic Integrity at the University of Latvia" define that "the use of published or unpublished works of another author (including words, statements, images, etc.) without specifying the exact reference to the respective author or work is considered plagiarism. Plagiarism has a variety of forms of expression, which are found both in texts that do not refer to the original work and in texts with references". Listed below are the types of plagiarism specified in the "Regulations on Academic Integrity at the University of Latvia" (2021):

* **sources not quoted:** 
  + the author submits in their own name the paper written by another author (imposter);
  + the author copies large fragments (one or more paragraphs or parts thereof) from another text into their text without paraphrasing them;
  + the author tries to hide plagiarism by copying fragments from several sources into their text and making minor changes to the structure of sentences so that these different passages fit together, but mostly the wording of the authentic text is preserved;
  + the author has retained the essence of the content of the authentic source, but has slightly paraphrased it and modified the keywords;
  + the author paraphrases fragments of other authors' works so that the individual fragments fit together instead of writing the original text;
  + the author richly uses excerpts from his previous papers, thus violating the conditions of originality of the work, which are expected in the academic environment;
* **sources are quoted, but the text amounts to plagiarism:** 
  + the author mentions the name of the quoted author, but does not specify the specific information of the quoted source (e.g. name, publisher, etc.), therefore the reference cannot be found and it cannot be verified that the work referred to exists;
  + the author knowingly provides inaccurate or erroneous information about the quoted sources in order to make it impossible to find them (deception);
  + the author indicates an exact reference to the source, but does not bother to format the fragment as a citation if the fragment has been copied or paraphrased very close to the text, creating a wrong impression and claiming to present the original information;
  + the author adopts the analysis from another study in their work, connecting fragments - quotations (use of a text fragment created by another author, indicating a reference to the author and the work and clearly separating it from own text) and paraphrases (expressing concepts, judgments or broader insights of other authors in own words), preserving their essence, but not as it is expressed in the source of the relevant information) from other works, also taking over references to these fragments from other works, but the author's work hardly contains his own original text;
  + the author indicates precise references to quoted sources in some places, while in other places paraphrases text from other sources without references;
  + the author translates the works of other authors or the information available on internet resources from another language with or without the references therein, indicating only themselves as the original author of the work.

Self-plagiarism is the repeated use of one's paper or its fragment, passing it off as original work. The paper must be properly formatted using bibliographic references (see Appendices [7a](#pielikums_7a) and [7b).](#pielikums_7b)

The teaching staff who detects plagiarism in the term paper, reports it in writing to the Dean of the FSS. On the basis of this report, the Dean of the FSS takes an appropriate decision in accordance with the "Regulations on Academic Integrity at the University of Latvia" (2021). The student is entitled to submit a written explanation in accordance with the procedures stipulated by the University of Latvia.

See "Regulations on Academic Integrity at the University of Latvia" (2021) <https://www.lu.lv/fileadmin/user_upload/LU.LV/www.lu.lv/Par_mums/Akademiskas_etikas_komisija/SL_2-3-48-2021_akd_godigums_noteikumi.pdf> Annex.

If plagiarism has been detected in the term work, the dean, taking into account the extent of plagiarism and the gravity of the violation of academic ethics, is entitled to:

* reduce the grade;
* ask to re-develop a term paper on a different topic;
* suspend from the defence of term paper by making an entry in the assessment record;
* propose to the governance of the University of Latvia to issue a warning to the student regarding exmatriculation;
* propose to the governance of the University of Latvia to exmatriculate the student.

The student may repeatedly defend the term paper not earlier than after six months.

If plagiarism is detected in the final paper, the Dean of the FSS proposes to the UL governing authorities to exmatriculate the student in accordance with the "Regulations on Academic Integrity at the University of Latvia" (2021) and "Procedure in cases when plagiarism have been detected in the study paper when performing an electronic examination" (approved by the UL Order No. 1/125 of 22.04.2014) (University of Latvia, 2014). The student is entitled to submit a written explanation in accordance with the procedures stipulated by the University of Latvia (see "Regulations on Academic Integrity at the University of Latvia" (2021) <https://www.lu.lv/fileadmin/user_upload/LU.LV/www.lu.lv/Par_mums/Akademiskas_etikas_komisija/SL_2-3-48-2021_akd_godigums_noteikumi.pdf> Annex).

The student may repeatedly defend the final paper not earlier than after 12 months.

10**. PROCEDURES FOR APPEALS AND COMPLAINT HANDLING**

10.1. Complaint handling procedure

The student is entitled to submit a complaint:

1. regarding the term paper defence procedure;
2. for an error in the process of assessing the term paper defence.

The complaint and documents confirming the circumstances referred to in the complaint must be submitted to the teaching staff, who has assessed the term paper defence, within five working days from the announcement of the assessment in LUIS or e-studies. The complaint is examined within five working days from the day of receipt of the complaint.

When examining a complaint, one of the following decisions may be taken:

1. to issue another assessment to the student;
2. upon a proposal of the teaching staff, the Dean of the FSS takes a decision on the repeated defence of the term paper, if significant procedural violations have been committed during the defence;
3. to reject the complaint.

10.2. Appeals procedure

The student is entitled to appeal:

1. if the Dean of the FSS has not given the student permission to take the final examinations;
2. on the final examination procedure.

The appeal and documents confirming the circumstances referred to in the appeal must be submitted to the Chair of the Board of Appeal of the FSS within three working days after notification of the results of the final examination or refusal to include it in the list of students who are allowed to take the final examinations. The FSS Appeals Board examines the student's application within three working days after receipt of the application. The appellant is invited to the meeting of the Board. The decision of the Board is issued to the student in writing.

An appeal may be dealt with by one of the following decisions:

1. to allow to take the final examinations (in cases where the Dean of the FSS had not given permission to take the final examinations);
2. to allow to re-take the final examination (in cases where the appeal was submitted against the final examinations procedure);
3. to reject the appeal.

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University of Latvia. (2015). *Regulations on final examinations at the University of Latvia* (Approved by the UL Senate Decision No 211 of 29.06.2015). https://www.lu.lv/fileadmin/user\_upload/LU.LV/www.lu.lv/Dokumenti/Dokumenti\_LV/3.\_STUDIJU\_UN\_ZINATNES\_PROCESU\_REGLAMENTEJOSIE\_DOKUMENTI/SL\_211\_kons\_Studiju-kursu-parbaudijumu-organizesana.pdf

Mūze, B., Pakalna, D., & Kalniņa, I. (2005). *Bibliogrāfiskās norādes un atsauces* [Bibliographic references] (methodological guidelines). LU Akadēmiskais apgāds.

**APPENDICES**

*Appendix 1*  
Sample application for approval of the topic for the term paper

Faculty of Social Sciences

Bachelor's study programme Political Science

Director Professor Jānis Lejiņš

Bachelor's study programme Political Science

X year. student

Pēteris Cinis, stud. ID. No pc00010

APPLICATION

It is to request you to approve the topic of the term paper

“

”.

Advisor: Professor Dr. sc. Pol. Inta Kalniņa

Riga, dd.mm.yy. *(student's signature/ in clear script)*

Coordinated with: I. Kalniņa, dd.mm.yyy

*(signature)*

Approved: Director of the study programme J. Lejiņš dd.mm.yyyy.

*(signature)*

*Appendix 2*Sample application for approval of the topic for the final paper

Faculty of Social Sciences

Bachelor's study programme Political Science

Director Professor Jānis Lejiņš

Bachelor's study programme Political Science

X year. student

Pēteris Cinis, stud. ID. No pc00010

APPLICATION

It is to request you to approve the topic of the Bachelor's (Master's, Diploma) paper

„

”.

Paper title in English:

„

”.

Advisor: Professor Dr. sc. Pol. Inta Kalniņa

Riga, dd.mm.yy. *(student's signature, in clear script)*

Coordinated with: I. Kalniņa, dd.mm.yyy

*(signature)*

Approved: Director of the study programme J. Lejiņš dd.mm.yyyy.

*(signature)*

*Appendix 3*  
**Sample application for specification of the topic of the final paper**

Faculty of Social Sciences

Bachelor's study programme Political Science

Director Professor Jānis Lejiņš

Bachelor's study programme Political Science

X year. student

Pēteris Cinis, stud. ID. No pc00010

APPLICATION

It is to request you to approve the specified topic of Bachelor's (Master's, Diploma) paper

„

”.

Paper title in English:

„

”.

Advisor: Professor Dr. sc. Pol. Inta Kalniņa

Riga, dd.mm.yy. *(student's signature, in clear script)*

Coordinated with: I. Kalniņa, dd.mm.yyy

*(signature)*

Approve: Director of the study programme J. Lejiņš dd.mm.yyyy.

*(signature)*

Appendix 4a **Sample Documentary Page**

Term paper “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

developed at the Faculty of Social Sciences of the University of Latvia.

With my signature I certify that the study has been conducted independently, only the sources of information indicated therein have been used and the electronic copy of the submitted paper conforms to the printout.

The paper volume (from introduction to and including conclusions) is \_\_\_\_ characters (including paces but excluding footnote references).

Author: Pēteris Cinis

*(signature)*

I recommend/do not recommend the paper for defence.

Advisor: Professor Dr. sc. Pol. Inta Kalniņa

*(signature)*

dd.mm.yyyy

Appendix 4b **Sample Documentary Page**

The Bachelor's (Master's, Diploma) paper "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" was developed at the UL Faculty of Social Sciences.

With my signature I certify that the study has been conducted independently, only the sources of information indicated therein have been used and the electronic copy of the submitted paper conforms to the printout.

The paper volume (from introduction to and including conclusions) is \_\_\_\_ characters (including paces, but excluding footnote references).

Author: Pēteris Cinis

*(signature)*

I recommend/do not recommend the paper for defence.

Advisor: Professor Dr. sc. Pol. Inta Kalniņa

*(signature)*

dd.mm.yyyy

Reviewer: Assistant Professor Dr. sc. Pol. Jānis Bērziņš

*(signature)*

The work has been submitted to the Department of Political Science on dd.mm.yyyy.

Dean's designee: programme assistant Ineta Bērziņa

*(signature)*

The paper defended at the session of the Bachelor's Final Examination Board

dd.mm.yyyy. Rec.No

Secretary of the Board: lecturer Anda Kociņa

*(signature)*

Appendix 5 **Sample Title Page**

UNIVERSITY OF LATVIA

FACULTY OF SOCIAL SCIENCES

DEPARTMENT OF POLITICAL SCIENCE

OPPORTUNITIES FOR PUBLIC PARTICIPATION IN PUBLIC ADMINISTRATION IN LATVIA

BACHELOR'S THESIS

Author: **Pēteris Cinis**

Student ID No: pc00010

Advisor: Professor Dr. sc. Pol. Inta Kalniņa

RIGA 2022

Appendix 6 **Sample Table of Contents**

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*Appendix 7a*  
Reference descriptions, listing, and in-text references following the classic APA (American Psychological Association) referencing style

1. **System of bibliographic references**

One of the requirements of academic ethics and academic writing style is the creation of a precise system of referencing according to certain styles or standards, which are quite numerous. The most common of these are *APA* (*American Psychological Association), MLA (Modern Language Association),* Harvard, Chicago citations and referencing styles.

The UL FSS Departments of Sociology and Information and Library Studies academic papers use the *APA (American Psychological Association)* style of citations and referencing, which is considered leading referencing style in environmental and social sciences. Citations and referencing are to be formatted according to the requirements of the *Publication Manual of the American Psychological Association* 7th edition (American Psychological Association [APA], 2020.

***The bibliographic reference*** (hereinafter referred to as the reference) is the full description of the source of the information, which provides the necessary information describing the source **(author(s), date, title, place of issue, publisher)**. They must be sufficient so that the source of the information can be identified and located. **Bibliographic references in APA style are arranged alphabetically at the end of the text.**

***The bibliographic in-text*** ***citations*** (hereinafter referred to as a in-text citation) is the short form of a bibliographic reference **contained in the text** to indicate the source of information mentioned in the text or from which a direct citation, idea, facts, theory or data is taken. The in-text citation helps to identify the exact location of the used information in the source (Mūze et al., 2005, p. 13).

References and in-text citations form a unified system that helps to find out what theories, insights, previous studies of other authors, definitions of concepts and terms have been used by the author in their work, as well as shows the author's own contribution to the study of the topic.

1. **In-text references**

In-text citations should be included in the text if a fragment of another author's work is directly quoted, the work is mentioned, previously collected data are used, theories or other studies are analysed. In-text citations help tracing the full description of the source of information in the list of references used at the end of the text.

If the works of other authors are used and references are not given in the text, it is considered that the author has claimed these texts, ideas or facts as their own. This violates copyright and academic ethical norms, results in plagiarism.

The *APA* style defines only **author** - ***date citation system*.** This means that the main information about the source of information used – author and date – is included in the text itself.

If the author is named in the text, the date (year or date) and the page are placed following it in parentheses, where a direct citation is used or the reference is made to a specific place in the text.

EXAMPLES

Professor D. Auer (2020) has analysed how membership in the European Union has affected the political system of Latvia.

In the conclusion section of the doctoral thesis "Cross-border cooperation in border areas", Santa Usane offers recommendations for the promotion of cross-border cooperation and the development of border areas (2021, pp. 163-164).

Table 1 shows how to create references, depending on the number of authors and whether or not the author is named in the text.

Table 1.

**Reference (**American Psychological Association [APA], 2020)

| ***Author/s*** | ***First quoted*** *(author/s mentioned in the text)* | ***Repeatedly quoted*** *(author/s mentioned in the text)* | ***First quoted*** *(author/s not mentioned in the text)* | ***Repeatedly quoted*** *(author/s not mentioned in the text)* |
| --- | --- | --- | --- | --- |
| ***Single author*** | Professor V. Zelče (2021) | V. Zelče (2021) | (Zelče, 2021) | (Zelče, 2021) |
| ***Two authors*** | Sociologists A. Zobena un R. Felcis (2018) | A. Zobena un R. Felcis (2018) | (Zobena & Felcis, 2018) | (Zobena & Felcis, 2018) |
| ***Three authors*** | Political researchers Ž. Ozoliņa, I. Reinholde and S. Rudzīte (2014) | Ozoliņa et al. (2014) | (Ozoliņa et al., 2014) | (Ozoliņa et al., 2014) |
| ***Four authors*** | D. Pakalna, B. Holma, N. Grass un V. Meņšikovs (2017) | Pakalna et al. (2017) | (Pakalna et al., 2017) | (Pakalna et al., 2017) |
| ***Five authors*** | Researchers V. Valtenbergs, I. Beizītere, I. Krūmiņa, Z. Avotniece and I. Grumolte-Lerhe (2021) | Valtenbergs et al. (2021) | (Valtenbergs et al., 2021) | (Valtenbergs et al., 2021) |
| ***Twenty or more authors*** | Sociologist B. Bela et al. (2018) | Bela et al. (2018) | (Bela et al., 2018) | (Bela et al., 2018) |
| ***Collective author, abbreviation is used*** | National Library of Latvia (NLL, 2022) | NLL (2022) | (National Library of Latvia [NLL], 2022) | (NLL, 2022) |
| ***Collective author, no abbreviation is used*** | The Saeima of the Republic of Latvia (2021) | The Saeima of the Republic of Latvia (2021) | (The Saeima of the Republic of Latvia, 2021) | (The Saeima of the Republic of Latvia, 2021) |

**Direct quotations** in the text must be put in quotation marks, they must be accurate. The reference after the date also indicates the location of the particular fragment in the source (most often - the page). If the direct quotation is shorter than 40 words, it is embedded in the text.

Example

The study concludes that the achievement of the objectives of media freedom defined by the European Union can be facilitated by the state through media policy instruments, but "what part is in the hands of the industry itself and the state's excessive interference in their regulation (e.g., improvement of the internal governance of the media) is not in line with the principle of freedom and independence of the media" (Ločmele, 2020, p. 88).

If the direct quotation is longer than 40 words, it is not enclosed in quotation marks, but separated into a new indented paragraph and written in 11-point type and single-line spacing.

Example

The researchers conclude that

in general, the public service has played an important role in strengthening the information space of Latvia and Latgale in particular, however, among the broadcasts carried out within the framework of the public service in the period from 2014 to 2019, there are few programmes that could be claimed to contribute to promoting the resilience of society to hybrid threats (Valtenbergs et al., 2021, p. 39).

Where several sources of information are mentioned in one reference, they are arranged in alphabetical order and separated from each other by a semicolon.

Example

(De Leynet et al., 2021; Niu et al., 2021)

Examples of referencing for various sources of information will be discussed in the "Sample References" section of this appendix after the description of the references.

1. **Structure of bibliographic references**

The main task of the bibliographic reference is to provide sufficient information on the source of information so that it can be located. The *APA* style provides for four main elements of reference:

1. author or editor;
2. time of publication;
3. title
4. publishing details (publisher for printed sources of information; DOI number or internet address (URL) – for electronic sources of information).

When formatting the reference, four questions must be answered – Who? When? What? Where? (see Table 2).

Table 2.

**Four key elements** of the reference description (American Psychological Association [APA], 2020)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *WHO?* | *WHEN?* | *WHAT?* | *WHERE?* |
| ***Element of Reference*** | Author | Date | Title | Publishing details |
| ***For printed sources of information*** | Author(s) or editor | Year or date | Title | Publisher |
| ***For electronic sources of information*** | Author(s) or editor | Year or date | Title | DOI or URL address |

## **3.1. First element: the author or editor**

The authors are introduced by their surname, followed by a comma, a space and the initial/s. If the author has several initials, they are separated with a period and a space. The source of information may also have a collective author – an institution, for example, the University of Latvia, the National Library of Latvia.

If the information source has no author (neither individual nor collective, the editor/s can be presented in the authorship information, indicating (Ed.) or (Eds.) after the last initial, period and space in brackets).

For sources in other languages (for example, French, Spanish, Italian, Chinese, Russian, German), this can be indicated in the language the work is written.

Examples

Krūmina, L. (Ed.)

Goodin, R. E. (Ed.)

Love, C., Stamps, C., & Morgan, B. (Eds.)

Up to 20 authors can be included in the reference description. Authors are separated from each other by a comma. The surname of the last author in the reference is preceded by a comma and & sign. If there are more than 20 authors, ellipsis points are placed placed after the initial of the nineteenth author, then the last author is indicated.

Example

Lund, B. D., Wang, T., Shamsi, A., Abdullahi, J., Awojobi, E. A., Borgohain, D. J., Bueno de la Fuente, G., Huerta, G. P., Isfandyari-Moghaddam, A., Islam, M. A., Khasseh, A. A., Lamba, M., Mannan, E. F., Manyonga, D., Nan, B., Nie, B., Raju N., V., Pineda, E. U., Shukla, R., … Yusuf, A. O.

If the work has neither an author nor an editor, the description of the reference begins with the title of the work. In the reference, instead of the author, the first 3–4 words of the title and the date are enclosed in quotation marks:

Examples

*Bibliographic reference*

*Scientific articles of the Third Letonica Congress.* (2009). Academy of Sciences.

*In-text reference*

("The Third Letonica Congress", 2009)

* 1. **Second element: date (time of publication)**

The time the source of information was published or created is indicated in parentheses after the authorship note. For books, the year of issue is indicated, but for serial publications (journals, newspapers) and internet resources - the year, month and date, if given. If the reference description contains both a year and a date, only the year is given in the in-text reference.

If the date is not specified in the source of information, the parenthesis indicates the author/s surname followed by “n. d.” (no date).

For sources in other languages (for example, French, Spanish, Italian, Chinese, Russian, German), this can be indicated in the language the work is written.

* 1. **Third element: title**

The title may be a word, a combination of words or a group of signs presented in an information source to help identify it (Mūze et al., 2005).

In *APA* style the title is written in *italic*. Only the first word of the title is capitalized (the exception, of course, is proper nouns).

After the title, after the space in the parentheses, the details explaining the title are given **for example, about the genre, volume, edition, version or update (for electronic resources)**, if they are indicated in the source of the information itself. The numbering is indicated by Arabic numerals.

Examples

(Methodological guidelines)

(Bachelor's thesis)

(Vol. 3)

2.ed.

(3rd revised ed.)

(Version 4.1)

2nd ed.

(3rd ed.)

(11th ed.)

(Vol. 1)

If necessary, information describing the **type or material** of the source of information and necessary for its identification may be indicated immediately after the details of the edition after a space in square brackets.

Examples

[Monograph]

[Brochure]

[Lecture presentation]

[Summary]

[Online Book]

[CD]

[Photo]

[Online serial edition]

[Abstract]

[Monograph]

[Brochure]

[Kindle DX version]

[Adobe Digital Edition version]

[Lecture notes]

[Press release]

[CD]

* 1. **Fourth element: publication details**

**For books,** the publication information mentions the publisher.

Examples

Zinātne

University of Latvia Press

Princeton University Press

McGraw-Hill

CQ Press

Unisa

**For articles in serial publications** (journals, newspapers) the title, number (italics) of the publication and pages of the particular article are indicated. For serial publications, the publisher is usually not indicated.

Examples

*Latvijas Vēstures Institūta Žurnāls, 114*, 91–118.

*Library & Information Science Research, 44*(1), 1–10.

**For electronic resources** available online, it is recommended to include in the description of the reference all the same elements as in the printed sources of information, adding the specific – digital object identifier *DOI* or *URL* – internet address. The DOI number is provided as a hyperlink in the following format: https://doi.org/xxxx.xxxx.xxxx. Electronic information resources will often not have all four required reference elements. Table 3 will help to create a reference description for such situations.

Table 3.

# **How to create a reference description if one of the four elements** of the reference description is not given (American Psychological Association [APA], 2020)

| ***Missing element*** | ***How to give a reference*** | ***Item 1*** | ***Item 2*** | ***Item 3*** | ***Item 4*** |
| --- | --- | --- | --- | --- | --- |
| *You can find all the elements* | We include all the elements in the usual order. | Author, A. | (date) | Title (Title details/ explanatory information) [A description of the work/ type or material] | DOI or Internet link |
| *No author or editor specified* | Enter the title as Item 1. | Title (Title details/ explanatory information) [A description of the work/ type or material] | (date) | DOI or Internet link | - |
| (n.d.) for sources in English and (b.g.) for sources in Latvian and other languages is entered as Item 2. |  | Author, A. | (b.g.) (in Latvian); (n.d.) (in English);  (b.g.) (sources in other languages). | Title (Title details/ explanatory information) [A description of the work/ type or material] | DOI or Internet link |
| *No title* | Instead of the title, a descriptive name in square brackets is given. | Author, A. | (date) | [Descriptive name] | DOI or Internet link |
| *No author and date* | The title is set as Item 1; In 2nd position (b.g.) in Latvian or (n.d.) in English). For sources in other languages – (b.g.). | Title (Title details/ explanatory information) [A description of the work/ type or material] | (b.g.) (in Latvian); (n.d.) (in English);  (b.g.) (sources in other languages). | DOI or Internet link |  |

*Table 3 (continued)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *No author and title* | Instead of the title, a descriptive name in square brackets is given. | [Descriptive name] | (date) | DOI or Internet link |  |

Since electronic resources can change their location, they can also be available simultaneously at several internet addresses, such as databases and institutional repositories, the *DOI* number is considered the primary reference in *APA* style since it allows you to find an electronic resource regardless of its location.

*The DOI* number is represented in the reference as a hyperlink: <http://dx.doi.org/10.XXXX/XXXXX>

If the source of the information has a *DOI* number, the Internet address (URL) does not need to be provided in the reference. If the source of the information does not have *a DOI*, the URL - Internet address - is to be indicated in the description of the reference.

Other examples of how to cite sources of information can be found on the APA style website –  [https://apastyle.apa.org/style-grammar-guidelines/references/examples.](https://apastyle.apa.org/style-grammar-guidelines/references/examples).

1. **Listing bibliographic references**

The bibliographic references are sorted alphabetically at the end of the text in the "List of References". All sources on the list must be referred to in the text, whether directly quoted, merely mentioned, or from which an idea or fact is drawn.

*The APA* style provides for an alphabetical ordering of references at the end of the text and does not require references to be numbered. When compiling the list, the entries are arranged in alphabetical order starting with the references in Latin characters (English, Latvian, then German) and then listing those in Cyrillic characters (Russian).

If the list of sources of information used includes several works by the same author, they are listed in ascending order of the years of publication, regardless of the letter with which the title of the work begins.

Examples

Zitmane, M. (2019).

Zitmane, M. (2021).

If there are two or more different items by the same author in the same year, they are listed in the alphabetical order by titles, but after a year the lowercase letters "a", "b", etc. are added.

Examples

Zanders, V. (2021a). Grāmatniecība. In O. Spārītis. (Ed.), *Latvijas kultūras vēsture* (pp. 300 – 319). Jumava.

Zanders, V. (2021b). Latviešu kultūras sala Dānijā: grāmatu apgāds “Imanta” (1946–1971). In *Saites cauri laikiem: Dānija–Latvija: Diplomātisko attiecību 100 gadi* (pp. 28–31). Embassy of Denmark. Danish Institute of Culture in Estonia, Latvia and Lithuania; National Library of Latvia. https://letland.um.dk/lv/zinas/publikacija-saites-cauri-laikiem-danija-latvija

If the first element of the description of the reference is the title, the reference is listed in a successive alphabetical order by the first meaningful word of the title.

References should be formatted with 1.27 cm first line hanging to foreground the author. Font size – 12 pt, line spacing size – 1.5.

Example

Rostoks, T., & Gavrilko, G. (2020). (Eds.) *Defence policy and the armed forces in times of pandemic.* Konrad Adenauer Stiftung.

1. **Sample References**

Given the diversity of sources of information, this Appendix will not cover all possible examples of references. In such cases, it is recommended to use the most similar example or to consult the APA style website (<https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

Books

***Reference scheme***:

|  |
| --- |
| **Single author**  Author, A. (Year). *Title*. Publisher: |
| **2–20 authors**  Autors, A. A., Autors, B. B., Autors, C. C., Autors D. D. & Autors E. E. (Year). *Title.* Publisher: |
| **20 or more authors**  Autors, A. A., Autors, B. B., Autors, C. C., Autors D. D., Autors E. E., Autors, F. F., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., ... Author, J.J. (Year). *Title.* Publisher: |

Examples

*Bibliographic reference*

Freiberg, V. (2021). *Viktora otrā grāmata*. Association Ekrāns.

*In-text reference*

(Freibergs, 2021) (Freibergs, 2021, p. 35)

*Bibliographic reference*

Hall, J. (2022). *Politics and the media: Intersections and new directions.* SAGE:

*In-text reference*

(Hall, 2022) (Hall, 2022, p. 29.)

*Bibliographic reference*

Berzina, I., & Zupa, U. (2020*). Latvijas sabiedrības griba aizstāvēt valsti: Veicinošie un kavējošie faktori* [Online Book]*.* Center for Security and Strategic Research, Latvian National Defence Academy.

*In-text reference*

(Berzina & Zupa, 2020) (Berzina & Zupa, 2020, p. 26)

*Bibliographic reference*

Croteau, D., Hoynes, W., & Childress, C. (2022). *Media/society: Technology, industries, content, and users* (7th ed.). SAGE:

*In-text reference*

(Croteau at al., 2022) (Croteau at al., 2022, p. 400)

*Bibliographic reference*

Щербинина, Ю. В. (2017). Книга-текст – коммуникация (Словарь-справочник новейших терминов и понятий). FORUM. *In-text reference*

(Щербинина, 2017) (Щербинина, 2017, с. 217)

If the book has a reprint, it is indicated in the title details in the parentheses immediately after the title and space.

Examples

*Bibliographic reference*

Butulis, I., & Zunda, A. (2021). *Latvijas vēsture* (4th Revised Ed.). Jumava.

*In-text reference*

(Butulis & Zunda, 2021) (Butulis & Zunda, 2021, p. 30)

*Bibliographic reference*

Giddens, A. (2019). *Essentials of sociology* (7th ed.). W.W. Norton & Company, Inc.

*In-text reference*

(Giddens, 2019) (Giddens, 2019, p. 73)

*Bibliographic reference*

Florin, B., Vonderau, P., & Zimmermann, I. (2021). *Advertising and the transformation of screen cultures*. Amsterdam University Press.

*In-text reference*

(Florin et al., 2021) (Florin et al., 2021, p. 52)

*Bibliographic reference*

Bordens, K. S., & Abbott, B. B. (2018). *Research design and methods: A process approach* (10th ed.). McGraw-Hill Education.

*In-text reference*

(Bordens & Abbott, 2018) (Bordens & Abbott, 2018, p. 97)

A book can also have a collective author – an institution.

Examples

*Bibliographic reference*

National Library of Latvia. (2021). *Latvijas izdevējdarbības statistika 2020: Statistisko materiālu krājums.* National Library of Latvia. https://dom.lndb.lv/data/obj/file/31071050.pdf

*In-text reference*

(National Library of Latvia, 2021)

*Bibliographic reference*

OECD. (2022). *OECD Economic surveys: LATVIA: Executive summary* [Electronic resource]. https://www.oecd.org/economy/latvia-economic-snapshot/

*In-text reference*

(OECD, 2022)

*Bibliographic reference*

Central Statistical Bureau of Latvia (2022). *Latvijas statistikas gadagrāmata 2021* [Statistical Data Collection]. Central Statistical Bureau of Latvia

*In-text reference*

(Central Statistical Bureau of Latvia, 2022)

If the book does not have an individual or collective author, it is referred by the editor, after the surname, initial, period and space adding (Ed.) or (Eds) in brackets. For sources in other languages, this can be indicated in the language of the publication.

Examples

*Bibliographic reference*

Nikers, O., & Tabuns, O. (Eds). (2019). *Baltic security strategy report: What the Baltics can offer for a stronger alliance.* Jamestown Foundation.

*In-text reference*

(Nicker & Tabun, 2019) (Nicker & Tabun, 2019, p. 87)

If the book has neither an individual, a collective author nor an editor, it is referred by the title. The reference encloses the first 3–4 words of the title and the year in quotation marks.

Examples

*Bibliographic reference*

*Scientific articles of the Third Letonica Congress.* (2009). Academy of Sciences.

*In-text reference*

("The Third Letonica Congress", 2009)

Electronic edition of a printed book

Example

Schorsch, J. (2017). *The food movement, culture, and religion* [Adobe Digital Edition version]. https://doi.org/10.1007/978-3-319-71706-7\_1

Book from an electronic database

Example

*Bibliographic reference*

Zwiers, J. (2019). *The communication effect: How to enhance learning by building ideas and bridging information gaps* (ED 603130). ERIC. https://eric.ed.gov/?q=The+communication+effect%3a+How+to+enhance+learning+by+building+ideas+and+bridging+information+gaps+&id=ED603130

*In-text reference*

(Zwiers, 2019) (Zwiers, 2019, p. 151)

Chapter or article in a book

***Reference scheme***:

|  |
| --- |
| **For a printed edition**  Author, A. (Year). Title of the article.In A. Editor (Ed.), *Title of the Book* (pages XX–XX). Publisher: |
| **For an electronic edition with a DOI number**  Author, A. (Year). Title of the article.In A. Editor (Ed.), *Title of the Book* (pages XX–XX). https://doi.org/XXXXXXXXX |
| **For an electronic edition without a DOI number**  Author, A. (Year). Title of the article.In A. Editor (Ed.), *Title of the Book* (pages XX–XX). http://wwwXXXX |

Examples

*Bibliographic reference*

Eglitis, D., Zitmane, M., & Ardava-Abolina, L. (2021). Gender and the democratic paradox in Latvia. In K. Fábián, J. E. Johnson & M. Lazda (Eds.), *The Routledge handbook of gender in Central-Eastern Europe and Eurasia* (pp. 257–265)*.* Routledge.

*In-text reference*

(Eglitis et al., 2021) (Eglitis et al., 2021, p. 258)

*Bibliographic reference*

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius & F. C. Worrell (Eds.), The psychology of high performance: Developing human potential into domain-specific talent (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

*In-text reference*

(Aron et al., 2019) (Aron et al., 2019, p. 351)

*Bibliographic reference*

Cīrule S. (2021). Lasīšanas pētījumos izmantotās teorijas. In M. Saviča, (Ed.). *78th International Scientific Conference of the University of Latvia; 79th International Scientific Conference of the University of Latvia. Library Science and Information Science Section* (Abstract Collection*)* (pp. 54–55). University of Latvia Press. https://dspace.lu.lv/dspace/bitstream/handle/7/54369/LU\_78-79\_konf\_BIZ-sekcija\_2021.pdf

*In-text reference*

(Cirule, 2021) (Cirule, 2021, p. 54)

Article in a journal or newspaper

***Reference scheme***:

|  |
| --- |
| Author, A., & Author, B. (Date). Title of the article. *Journal name, number*, pp. – |

Journals are dated by the year or the year and month if it is indicated in the edition. Newspapers are referenced also by a date. If the article has a DOI, it is indicated after the pages as a hyperlink*.*

Examples

*Bibliographic reference*

Hermanovska, S. (2020). Latvijas fotogrāfiskās biedrības krājums. *Archives of Latvia*,*3*, 28–44.

*In-text reference*

(Hermanovska, 2020) (Hermanovska, 2020, p. 29)

*Bibliographic reference*

Sedlenieks, A. (2022, 4-10 March 2022). Sankciju trieciens un Maskavas vairogi. *Sestdiena*, 14–18.

*In-text reference*

(Sedlenieks, 2022) (Sedlenieks, 2022, p. 15)

*Bibliographic reference*

Pričins, M. (2021). When social media doesn’t determine all: The topics and narratives of Latvian political parties on Facebook during the 2019 European Parliament elections campaign. *Tripodos: Communication, 49*. 151–165. <https://doi.org/10.51698/tripodos.2020.49p151-165>

*In-text reference*

(Pričins, 2021) (Pričins, 2021, pp. 152–153)

Article in a journal with DOI as a hyperlink (electronic resource)

Example

Baranova, S., Nīmante, D., Kalnina, D., & Olesika, A. (2021). Students' perspective on remote on-line teaching and learning at the University of Latvia in the first and second COVID-19 period. Special issue digital technologies for sustainable education. *Sustainability*, *13*(21), 11890 <https://doi.org/10.3390/su132111890>

If there is no *DOI*, for an electronically available journal article, the Internet address (URL) where the article is available is indicated after the pages*.*

Final papers and doctoral theses

***Reference scheme***

|  |
| --- |
| Author, A. (Year). *Title* (Master's thesis). Department, Faculty, University |

Examples

***Master's Thesis***

*Bibliographic reference*

Zarovska, A. (2012). *Populisma komunikācijas analīze Latvijas ziņu portālu publikācijās par politiķi Aldi Gobzemu un viņa "Twitter" ierakstos (2020. gada oktobris–2021. gada marts)*(Master's thesis). Department of Communication Studies of the Faculty of Social Sciences at the University of Latvia.

*In-text reference*

(Zarovska, 2021) (Zarovska, 2021, p. 29)

***Synopsis of the doctoral thesis***

*Bibliographic reference*

Viļuma, L. (2022). *Lietotāja pieredzes projektēšana: Latvijas Universitātes tīmekļvietnes informācijas arhitektūra* (synopsis of the doctoral thesis). Information and Library Studies Department of the Faculty of Social Sciences at the University of Latvia.

*In-text reference*

(Viļuma, 2022) (Viļuma, 2022, pp. 17-18)

***Bachelor's thesis from the database of final works of the University of Latvia***

Karlova, K. (2022). *Latvijas vidusskolēnu zināšanas par dezinformāciju un prasmes to atpazīt sociālajā medijā “Facebook”* (Bachelor's thesis). Department of Communication Studies of the Faculty of Social Sciences at the University of Latvia. Database of final works of the University of Latvia.

***Dissertation from the database "ProQuest Dissertations and Theses"***

Henrichsen, J. R. (2021). *Securing the future of journalism: How discourse, logics, and champions clarify information security in journalism and journalism education* (Publication No. 28713587) (Doctoral dissertation, University of Pennsylvania (United States)). ProQuest Dissertations and Theses Global.

Articles in conference or congress proceedings

***Reference scheme***

|  |
| --- |
| Author, A., & Author, B. (Year, month). Title of the article or abstract. In A. Editor & B. Editor (Ed.). *Name of the conference.* Conference organizer/s, Venue. (p. 12. –p.e.). |

If the conference collection is available on the Internet, the DOI number or internet address is to be indicated after the venue.

Example

Niklass, M. (2021). Burnout during the Covid pandemic: A case of the social services sector in Latvia. *Economic science for rural development conference proceedings,* LLU, 2021, Jelgava, Latvia. (pp. 576–584). <https://doi.org/10.22616/ESRD.2021.55.059>

Baklāne, A., & Reinsone, S. (2020). Virtualization of the digital humanities in the Nordic countries. In *5th conference: The preface to the post-proceedings. EUR workshop proceedings Vol. 2865: Digital humanities in the Nordic countries (DHN 2020): Post-proceedings of the 5th conference* (pp. 1–4)*.* Riga, Latvia, October 21–23, 2020. <http://ceur-ws.org/Vol-2865/preface.pdf>

Lecture notes or PowerPoint presentations

***Reference scheme***

|  |
| --- |
| Author, A.A. (Year). *Presentation title* [Lecture or PowerPoint presentation]. http://xxxxx |

Example

Ločmele, K. (2021). *Digital footprint* [eTwinning Latvia remote workshop recording]. <https://www.youtube.com/watch?v=qx5AJpNXdqI>

Videos

***Reference scheme***

|  |
| --- |
| Author, A.A. (Year, day, month). *Video file name* [Video file]. http://xxxxx |

Example

Spriņģe, I., & Rose, A. (2019). *Izdzīvotājas. Re:Baltica dokumentālā filma par vardarbību ģimenē* [Video file]. https://www.youtube.com/watch?v=mCLs9q275cE

MediaSmarts. (2021,October 25). Welcome to the Media Literacy Week teachers' hub! [Video file]. https://www.facebook.com/MediaSmarts/videos/1158225327919615

Legal and Government Documents

Laws and regulations (laws, Cabinet regulations) are referenced by title, indicating the date of adoption of the current version thereof. Electronic versions of regulatory enactments should be retrieved from the website of the Latvijas Vēstnesis, as it will be the official publication.

Examples

*Sabiedrisko elektronisko plašsaziņas līdzekļu un to pārvaldības likums.* (21/12/2020). https://likumi.lv/ta/id/319096-sabiedrisko-elektronisko-plassazinas-lidzeklu-un-to-parvaldibas-likums

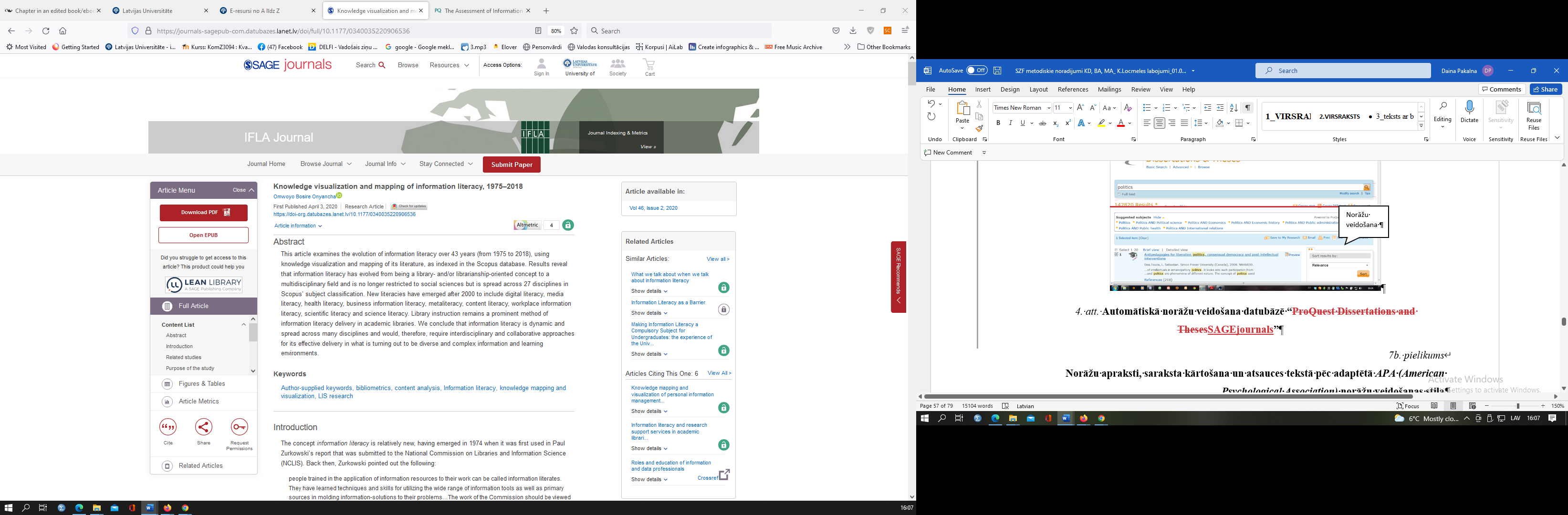
*Kārtība, kādā veicama obligātā veselības pārbaud* (Cabinet Regulation No. 219; issued in accordance with Section 15, Paragraph one of the Labour Protection Law). (10.03.2009). https://likumi.lv/ta/id/189070-kartiba-kada-veicama-obligata-veselibas-parbaude

Free automatic tools such as *Zotero* (<http://www.zotero.org/>), *Son of Citation Machine* (https://www.citationmachine.net/), BibMe (<http://www.bibme.org/>) can also be used to create citations and references.



*Figure 3* **Automatic referencing "*Son of Citation Machine*"**

Subscription databases usually offer the opportunity to create a bibliographic references or export those to one of the citation and reference management tools, such as*, Mendeley*, *EndNote*.



Referencing

1. *Att.* **Automatic referencing in the database "*SAGEjournals*"**

*Appendix 7b*Reference descriptions, listing, and in-text references adapted from APA (American Psychological Association) referencing style

1. **System of bibliographic references**

One of the requirements of academic ethics and academic writing style is the creation of a precise system of referencing according to certain styles or standards, which are quite numerous. The most common of these are *APA* (*American Psychological Association), MLA (Modern Language Association),* Harvard, Chicago citations and referencing styles.

The UL FSS Department of Political Science and the Department of Communication Studies use the APA style for bibliographic referencing in their academic papers, but with bibliographic footnotes the *APA (American Psychological Association*) referencing style is adapted for the needs of the study work. This style is considered to be leading in environmental and social sciences. Citations and referencing are to be formatted according to the requirements of the *Publication Manual of the American Psychological Association* 7th edition (American Psychological Association [APA], 2020.[[4]](#footnote-4)

***A bibliographical reference*** is a description of the source of the information, which provides the necessary information describing the source. They must be sufficient so that the source of the information can be identified and located.

***A bibliographic footnote*** is a form of bibliographic reference which is added as a footnote at the bottom of the page, separated by a stripe and written in 10 pt characters. Footnotes are used to indicate the source of information mentioned in the text, from which a direct citation, idea, theory or data is taken. They help to locate the used information in the source.

Bibliographic citations and references form a unified system that helps to identify what theories, insights, previous studies of other authors have been used by the author of the given research in their paper as well as shows the author's own contribution to the study of the topic.

1. **Footnote references:**

Footnote references are included if a fragment of another author's work is directly quoted, the work is mentioned, data already collected are used, theories or other studies are analysed. Footnote references help identify the source in the list of references used at the end of the text.

If the works of other authors are used and references are not given in the text, it is considered that the author has claimed these texts, ideas or facts as their own. This violates copyright and academic ethical norms, results in plagiarism.

Direct quotations in the text must be put in quotation marks and be accurate. The reference after the date also indicates the location of the particular fragment in the source. If the direct quotation is shorter than 40 words, it is embedded in the text.

Example

The study concludes that the achievement of the objectives of media freedom defined by the European Union can be facilitated by the state through media policy instruments, but "what part is in the hands of the industry itself and the state's excessive interference in their regulation (e.g., improvement of the internal governance of the media) is not in line with the principle of freedom and independence of the media”.1

1 Ločmele, K. (2020). Ne visi koki mežā taisni: mediju vides eiropeizācija. In Auers, D. (Chief Ed.) *Latvija. Pārskats par tautas attīstību 2019/2020. Latvijas eiropeizācija*. Riga: UL Advanced Social and Political

Research Institute pp. 88

If the direct quotation is longer than 40 words, it is not enclosed in quotation marks, but separated into a new indented paragraph and written in 11-point type and single-line spacing.

Example

The researchers conclude that

in general, the public service has played an important role in strengthening the information space of Latvia and Latgale in particular, however, among the broadcasts carried out within the framework of the public service in the period from 2014 to 2019, there are few programmes that could be claimed to contribute to promoting the resilience of society to hybrid threats.1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1Valtenbergs, V., Beizītere, I., Krūmiņa, I., Avotniece, Z., & Grumolte-Lerhe, I. (2021). *Valsts atbalsts plašsaziņas līdzekļiem laikposmā no 2014. gada līdz 2019. gadam: Pētījuma gala ziņojums.* August 2021 Analytical Service of the Saeima of the Republic of Latvia. https://www.saeima.lv/petijumi/Plassazina\_%202014.-2019.pdf. pp. 39

If the ideas and thoughts of another author have been translated or recounted (not a direct quote), then the text must clearly indicate the separation of one's thoughts from that of another author.

Example

The current understanding of freedom of speech basically includes the opportunity to freely access and distribute information, but information technology researchers Kai Riemer and Sandra Peter offer to supplement the explanation of freedom of speech with the condition that an individual also has free, fair and transparent access to social media, or access to their target audience unaffected by algorithms,3 thus, in the context of this work, an approach that takes into account the interaction of social media activity and freedom of expression is more appropriate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
3 Riemer, K., & Peter, S. (2021). Algorithmic audiencing: Why we need to rethink free speech on social media. *Journal of Information Technology*, 36(4), 10–11.

When creating references, it is mandatory to follow the rule: when referring to a source or work for the first time, a full reference must be made, i.e. a full description of the reference of the work or source must be given. As references recur, they are shortened. In subsequent references, only the author, the year, the title and the page of the work are mentioned.

Example

1 Freiberg, V. (2021). *Viktora otrā grāmata*. Riga: Association Ekrāns. pp. 25–28

2 Liepa, D. (2021). Valodas jautājumu atspoguļojums plašsaziņas līdzekļos. In Book: Druviete, I. (Ed.). *Latviešu lingvistiskā attieksme: Vērtības, pārliecība, prakse*. Riga: UL Press. pp. 133

3 Freiberg, V. (2021). *Viktora otrā grāmata*.pp. 34

4 Liepa, D. (2021). Valodas jautājumu atspoguļojums plašsaziņas līdzekļos. pp. 134

If reference is made repeatedly to the same source or work on the same page, the word 'ibid.' is written from the second reference. If the same page is repeated in subsequent references, it need not be presented a second time, but if the repeated reference refers to another volume of the same work, both the volume and the page in question must be indicated after the word "ibid".

Example

1 Freiberg, V. (2021). *Viktora otrā grāmata*. Riga: Association Ekrāns. pp. 23

2 Ibid. pp. 32

3 Ibid.

4 Biagini, F. E. (General Ed.). (2021). *A cultural history of democracy* (Vol 6). London; New York: Bloomsbury Academic. P. 35.

If several sources of information are so mentioned in the same reference, they shall be separated from each other by a semicolon.

Example

1 Freiberg, V. (2021). *Viktora otrā grāmata*. Riga: Association Ekrāns. p. 23; Liepa, D. (2021). Valodas jautājumu atspoguļojums plašsaziņas līdzekļos. In Book: Druviete, I. (Ed.). *Latviešu lingvistiskā attieksme: Vērtības, pārliecība, prakse*. Riga: UL Press. pp. 133

Examples of referencing for various sources of information will be discussed in the "Sample References" section of this appendix after the description of the references.

**Structure of bibliographic references**

The main task of the bibliographic reference is to provide sufficient information on the source of information so that it can be located. The *APA* style provides for four main elements of reference:

1. author or editor;
2. time of publication;
3. title
4. publishing details (publisher for printed sources of information; DOI number or internet address (URL) – for electronic sources of information).
   1. **Author or editor**

The authors are introduced by their surname, followed by a comma, a space and the initial/s. If the information source has no author the editor/s can be presented in the authorship information, indicating (Ed.) or (Eds.) after the last initial, period and space in brackets. For sources in other languages, this can be indicated in the language of the publication.

Example

Krūmina, L. (Ed.)

Goodin, R. E. (Ed.)

Love, C., Stamps, C., & Morgan, B. (Eds.)

Up to 20 authors can be included in the reference description. Authors are separated from each other by a comma. The surname of the last author in the reference is preceded by a comma and & sign. If there are more than 20 authors, ellipsis points are placed placed after the initial of the nineteenth author, then the last author is indicated.

Example

Lund, B. D., Wang, T., Shamsi, A., Abdullahi, J., Awojobi, E. A., Borgohain, D. J., Bueno de la Fuente, G., Huerta, G. P., Isfandyari-Moghaddam, A., Islam, M. A., Khasseh, A. A., Lamba, M., Mannan, E. F., Manyonga, D., Nan, B., Nie, B., Raju N., V., Pineda, E. U., Shukla, R., … Yusuf, A. O.

The source of information may also have a collective author - an institution.

If the work has neither an author nor an editor, the description of the reference begins with the title of the work.

Example

*Scientific articles of the Third Letonica Congress.* (2009). Latvian Academy of Sciences.

* 1. **Date**

The time the source of information was published or created is indicated in parentheses after the authorship note. The year of publication is indicated for books, the year, month and date for serial publications (journals, newspapers).

If the date is not specified in the source of information, the parenthesis indicates the author/s surname followed by “n. d.” (no date).

For sources in other languages, this can be indicated in the language of the publication.

* 1. **Title**

The title may be a word, a combination of words or a group of signs presented in an information source to help identify it [[5]](#footnote-5)

In *APA* style the title is written in *italic*.Only the first word of the title is capitalized (the exception, of course, is proper nouns).

After the title, after the space in the parentheses, the details explaining the title are given for example, about the genre, volume, edition, version or update (for electronic resources), if they are indicated in the source of the information itself. The numbering is indicated by Arabic numerals.

Examples

(Methodological guidelines)

(Bachelor's thesis)

(Vol. 3)

2.ed.

(3rd revised ed.)

(Version 4.1)

2nd ed.

(3rd ed.)

(11th ed.)

(Vol. 1)

If necessary, information describing the type or material of the source of information and necessary for its identification may be indicated immediately after the details of the edition after a space in square brackets.

Examples

[Monograph]

[Brochure]

[Lecture presentation]

[Summary]

[Online Book]

[CD]

[Photo]

[Online serial edition]

[Abstract]

[Kindle DX version]

[Adobe Digital Edition version]

[Lecture notes]

[Press release]

* 1. **Publishing details**

**For books,** the publication information mentions the publisher.

Examples

Zinātne

University of Latvia Press

Princeton University Press

CQ Press

Unisa

**For articles in serial publications** (journals, newspapers) the title, number (italics) of the publication and pages of the particular article are indicated. For serial publications, the place of issue and the publisher are usually not indicated.

Example

*Latvijas Vēstures Institūta Žurnāls, 114*, 91–118.

*Library & Information Science Research, 44*(1), 1–10.

**For electronic resources** available online, it is recommended to include in the description of the reference all the same elements as in the printed sources of information, adding the specific – digital object identifier *DOI* or *URL* – internet address. The DOI number is provided as a hyperlink in the following format: https://doi.org/xxxx.xxxx.xxxx.

Since electronic resources can change their location, they can also be available simultaneously at several internet addresses, such as databases and institutional repositories, the *DOI* number is considered the primary reference in *APA* style since it allows you to find an electronic resource regardless of its location.

*The DOI* number is represented in the reference as a hyperlink: http://dx.doi.org/10.XXXX/XXXXX

Example

http://dx.doi.org/10.XXXX/XXXXX

If the source of the information has a *DOI* number, the Internet address (URL) does not need to be provided in the reference.

If the source of the information does not have *a DOI*, the URL - Internet address - is to be indicated in the description of the reference.

References should be formatted with 1.27 cm first line hanging to foreground the author.

Example

Croteau, D., Hoynes, W., & Childress, C. (2022). *Media/society: Technology, industries, content, and users* (7th ed.). SAGE:

**Listing bibliographic references**

The bibliographic references are sorted alphabetically at the end of the text in the "List of References". All sources on the list must be referred to in the text, whether directly quoted, merely mentioned, or from which an idea or fact is drawn.

*The APA* style provides for an alphabetical ordering of references at the end of the text and does not require references to be numbered. When compiling the list, the entries are arranged in alphabetical order starting with the references in Latin characters (English, Latvian, then German) and then listing those in Cyrillic characters (Russian).

If the list of sources of information used includes several works by the same author, they are listed in ascending order of the years of publication, regardless of the letter with which the title of the work begins.

Example

Zitmane, M. (2019).

Zitmane M. (2021).

If there are two or more different items by the same author in the same year, they are listed in the alphabetical order by titles, but after a year the lowercase letters "a", "b", etc. are added.

Example

Zanders, V. (2021a). Grāmatniecība. In O. Spārītis. (Ed.), *Latvijas kultūras vēsture* (pp. 300 – 319). Jumava.

Zanders, V. (2021b). Latviešu kultūras sala Dānijā: grāmatu apgāds “Imanta” (1946–1971). In *Saites cauri laikiem: Dānija–Latvija: Diplomātisko attiecību 100 gadi* (pp. 28–31). Embassy of Denmark. Danish Institute of Culture in Estonia, Latvia and Lithuania; National Library of Latvia. https://letland.um.dk/lv/zinas/publikacija-saites-cauri-laikiem-danija-latvija

If the first element of the description of the reference is the title, the reference is listed in a successive alphabetical order by the first meaningful word of the title.

1. **Sample References**

Books

***Reference scheme***:

|  |
| --- |
| **Single author**  Author, A. (Year). *Title*. Publisher: |
| **2–20 authors**  Autors, A. A., Autors, B. B., Autors, C. C., Autors D. D. & Autors E. E. (Year). *Title.* Publisher: |
| **20 or more authors**  Autors, A. A., Autors, B. B., Autors, C. C., Autors D. D., Autors E. E., Autors, F. F., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., Autors E. E., ... Author, J.J. (Year). *Title.* Publisher: |

Examples

Mazure-Vucāne, M. (2019). *Pagasttiesa Latvijā*. UL Press.

Hall, J. (2022). *Politics and the media: Intersections and new directions.* SAGE:

Croteau, D., Hoynes, W., & Childress, C. (2022). *Media/society: Technology, industries, content, and users.* (7th ed.). SAGE:

Lloyd, A. (2021). *The qualitative landscape of information literacy research: Perspectives, methods and techniques.* Facet Publishing.

Kristapsone, S. (2020). *Statistiskās analīzes metodes pētījumā*. Turiba University.

Berzina, I., & Zupa, U. (2020)*. Latvijas sabiedrības griba aizstāvēt valsti: Veicinošie un kavējošie faktori* [Online Book]*.* Center for Security and Strategic Research, Latvian National Defence Academy.

If a book is reprinted, this is indicated in parentheses immediately after the title and a space.

Examples

Butulis, I. & Zunda, A. (2021). *Latvijas vēsture* (4th Revised Ed.). Jumava.

Giddens, A. (2019). *Essentials of sociology* (7th ed.). W.W. Norton & Company, Inc.

Bordens, K. S., & Abbott, B. B. (2018). *Research design and methods: A process approach* (10th ed.).  McGraw-Hill Education.

Greig, A., Taylor, J., & MacKay, T. (2012). *Doing research with children: Practical guide* (3rd ed.). Sage Publications.

A book can also have a collective author – an institution.

Examples

National Library of Latvia (2021). *Latvijas izdevējdarbības statistika 2020: Statistisko materiālu krājums*. National Library of Latvia. https://dom.lndb.lv/data/obj/file/31071050.pdf

OECD (2022). *OECD Economic surveys: LATVIA: Executive summary* [Electronic resource]. https://www.oecd.org/economy/latvia-economic-snapshot/

Central Statistical Bureau of the Republic of Latvia (2022). *Latvijas statistikas gadagrāmata 2021* [Statistical Data Collection]. Central Statistical Bureau of Latvia

If the book does not have an individual or collective author, it is referred by the editor, after the surname, initial, period and space adding (Ed.) or (Eds) in brackets. For sources in other languages, this can be indicated in the language of the publication.

Examples

Nikers, O., & Tabuns, O. (Eds). (2019). *Baltic security strategy report: What the Baltics can offer for a stronger alliance.* Jamestown Foundation.

Zelče, V., & Neiburgs, U. (Eds). (2018). *(Two) Sides. Diaries of Latvian Soldiers in WWII* / Manuscripts of the diaries were prepared for publication by L. Ardava-Āboliņa, G. Siliņa and D. Bērziņš. Zelta Grauds.

If the book has neither an individual, a collective author nor an editor, it is referred by the title. The reference encloses the first 3–4 words of the title and the year in quotation marks.

Example

*Scientific articles of the Third Letonica Congress.* (2009). Academy of Sciences.

Electronic edition of a printed book

Example

Schorsch, J. (2017). *The food movement, culture, and religion* [Adobe Digital Edition version]. https://doi.org/10.1007/978-3-319-71706-7\_1

Book from an electronic database

Example

Zwiers, J. (2019). *The communication effect: How to enhance learning by building ideas and bridging information gaps* (ED 603130). ERIC.

https://eric.ed.gov/?q=The+communication+effect%3a+How+to+enhance+learning+by+building+ideas+and+bridging+information+gaps+&id=ED603130

Chapter or article in a book

***Reference scheme***:

|  |
| --- |
| **For a printed edition**  Author, A. (Year). A. Title of the article*.* In A. Editor (Ed.), T*itle of the Book* (pages 57–96). Publisher: |
| **For an electronic edition with a DOI number**  Author, A. (Year). Title of the article.In A. Editor (Ed.), *Title of the Book* (pages 57–96). https://doi.org/XXXXXXXXX |
| **For an electronic edition without a DOI number**  Author, A. (Year). Title of the article.In m A. Editor (Ed.), *Title of the Book (pages 57–96). http://wwwXXXX* |

Examples

Eglitis, D., Zitmane, M., & Ardava-Abolina, L. (2021). Gender and the democratic paradox in Latvia. In K. Fábián,.J. E. Johnson & Lazda, M. (Eds), *The Routledge handbook of gender in Central-Eastern Europe and Eurasia* (pp. 257–265)*.* Routledge.

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius & F. C. Worrell (Eds), The psychology of high performance: Developing human potential into domain-specific talent (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Cīrule S. (2021). Lasīšanas pētījumos izmantotās teorijas. In M. Saviča. (Ed.) *78th International Scientific Conference of the University of Latvia; 79th International Scientific Conference of the University of Latvia. Library Science and Information Science section: Abstracts collection* (pages 54-55). University of Latvia Press. https://dspace.lu.lv/dspace/bitstream/handle/7/54369/LU\_78-79\_konf\_BIZ-sekcija\_2021.pdf

Article in a journal or newspaper

***Reference scheme***:

|  |
| --- |
| Author, A., & Author, B. (Date). Title of the article. *Journal title, number,* pp. xx - yy |

Journals are dated by the year or the year and month if it is indicated in the edition. Newspapers are referenced also by a date. If the article has a DOI, it is indicated after the pages as a hyperlink*.*

Examples

Hermanovska, S. (2020). Latvijas fotogrāfiskās biedrības krājums. *Archives of Latvia*,*3*, 28–44.

Sedlenieks, A. (2022, March 4-10). Sankciju trieciens un Maskavas vairogi. *Sestdiena*, 14–18.

Pričins, M. (2021). When social media doesn’t determine all: The topics and narratives of Latvian political parties on Facebook during the 2019 European Parliament elections campaign. *Tripodos: Communication*, 49, 151–165. <https://doi.org/10.51698/tripodos.2020.49p151-165>

Article in a journal with DOI as a hyperlink (electronic resource)

Example

Baranova, S., Nīmante, D., Kalnina, D., & Olesika, A. (2021). Students' perspective on remote on-line teaching and learning at the University of Latvia in the first and Second COVID-19 period. *Sustainability, 13*(21), 11890. <https://doi.org/10.3390/su132111890>

If there is no *DOI*, for an electronically available journal article, the Internet address (URL) where the article is available is indicated after the pages*.*

Final papers and doctoral theses

***Reference scheme***

|  |
| --- |
| Author, A. (Year). *Title* (Master's thesis). Department, Faculty, University |

Examples

***Master's Thesis:***

Zarovska, A. (2012). *Populisma komunikācijas analīze Latvijas ziņu portālu publikācijās par politiķi Aldi Gobzemu un viņa "Twitter" ierakstos (2020. gada oktobris–2021. gada marts)*(Master's thesis). Department of Communication Studies of the Faculty of Social Sciences at the University of Latvia.

***Synopsis of the doctoral thesis:***

Viļuma, L. (2022). *Lietotāja pieredzes projektēšana: Latvijas Universitātes tīmekļvietnes informācijas arhitektūra*(synopsis of the doctoral thesis). Information and Library Studies Department of the Faculty of Social Sciences at the University of Latvia.

***Bachelor's thesis from the database of final works of the University of Latvia***

Karlova, K. (2022). *Latvijas vidusskolēnu zināšanas par dezinformāciju un prasmes to atpazīt sociālajā medijā “Facebook”* (Bachelor's thesis). Department of Communication Studies of the Faculty of Social Sciences at the University of Latvia. Retrieved from the UL final papers database.

***Dissertation from the database "ProQuest Dissertations and Theses"***

Henrichsen, J. R. (2021). *Securing the future of journalism: How discourse, logics, and champions clarify information security in journalism and journalism Education* (Publication No. 28713587) (Doctoral dissertation, University of Pennsylvania (United States)). ProQuest Dissertations and Theses Global.

Articles in conference or congress proceedings

***Reference scheme***

|  |
| --- |
| Author, A., & Author, B. (Year, month). Title of the article or abstract. In A. Editor & B. Editor (Ed.). *Name of the conference.* Conference organizer, Venue, (p.-p.). |

If the conference collection is available on the Internet, the DOI number or internet address is to be indicated after the venue: <http://wwwXXXXXX>

Example

Niklass, M. (2021). Burnout during the Covid pandemic: A case of the social services sector in Latvia. *Economic science for rural development conference proceedings, Jelgava, LLU, 2021*, Jelgava, Latvia, (pp. 576–584). <https://doi.org/10.22616/ESRD.2021.55.059>

Baklāne, A., & Reinsone, S. (2020). Virtualization of the digital humanities in the Nordic countries. In *5th conference: The preface to the post-proceedings. EUR workshop proceedings Vol. 2865: Digital humanities in the Nordic countries (DHN 2020): Post-proceedings of the 5th conference* (pp. 1–4)*.* Riga, Latvia, October 21–23, 2020. http://ceur-ws.org/Vol-2865/preface.pdf

Lecture notes or PowerPoint presentations

***Reference scheme***:

|  |
| --- |
| Author, A.A. (Year). *Presentation title* [Lecture or PowerPoint presentation]. <http://xxxxx> |

Example

Ločmele, K. (2021). *Digital imprint* [eTwinning Latvia remote seminar entry]. https://www.youtube.com/watch?v=qx5AJpNXdqI

Videos

***Reference scheme***

|  |
| --- |
| Author, A.A. (Year, day, month). *Video file name* [Video file]. Retrieved from <http://xxxxx> |

Examples

Spriņģe, I., & Rose, A. (2019). *Izdzīvotājas. Re:Baltica dokumentālā filma par vardarbību ģimenē* [Video file]. <https://www.youtube.com/watch?v=mCLs9q275cE>

MediaSmarts. (2021,October 25). Welcome to the Media Literacy Week teachers' hub! [Video file]. https://www.facebook.com/MediaSmarts/videos/1158225327919615

Advertisement

Example

Advertisement. (2021). *Santa*, *11*, 75.

Social media

If a webpage or website is referred in the paper, the first time referencing it, URL address should be supplied in parentheses. This also applies to social media when referred it in general terms.[[6]](#footnote-6)

***Reference scheme***

|  |
| --- |
| Author, A.A. [username]. (Year, day, month). *The name of the post or the first 20 words* [Tweet or *Facebook* post]. Social media name. http://www.xxxxx |

*Twitter* and *Instagram* social media profiles are indicated by @ before the username.

Examples

Gates, B. [@BillGates]. (2021, Dec. 9). *This order signed by President Biden signals a strong commitment to deploying the solutions we need to get to net-zero* [*https://b-gat.es/3EHW0MH*](https://b-gat.es/3EHW0MH) [Tweet]. Twitter. <https://twitter.com/BillGates/status/1468955190548066318>

Stanford Medicine [@StanfordMed]. (2022, March 17). *Physical activity can help reduce the risk for many conditions such as dementia, cardiovascular disease, depression and anxiety. https://stan.md/35241PA #Health* [Tweet]. Twitter. <https://twitter.com/StanfordMed/status/1504482706679160846>

Baltic Centre for Media Excellence [balticmediacentre]. (2012, March 11). *Ukrainā notiekošais karš un tās kaimiņvalstis vērstās represijas pret medijiem ir apgrūtinājušas vai padarījušas neiespējamu daudzu reģionā strādājošo žurnālistu darbu.* [Facebook post]. Facebook. <https://www.facebook.com/balticmediacentre/posts/3159549527656136>

University of Latvia [@Universitate]. (2022, March 19). *@universitate atvērto durvju nedēļa - BEIDZOT ĪSTA! Visu nākamo nedēļu LU fakultātes un filiāles vērs durvis apmeklētājiem gan klātienē, gan virtuāli* [Instagram post]. Instagram. <https://www.instagram.com/p/CbPn-ISs7ON/>

National Geographic [Natgeo]. (2022, Feb. 24). *As the technology continues to expand and engulf kids' lives, parents need to understand it and strategize for how they* [Facebook post]. Facebook. <https://www.facebook.com/natgeo/posts/10158931465388951>

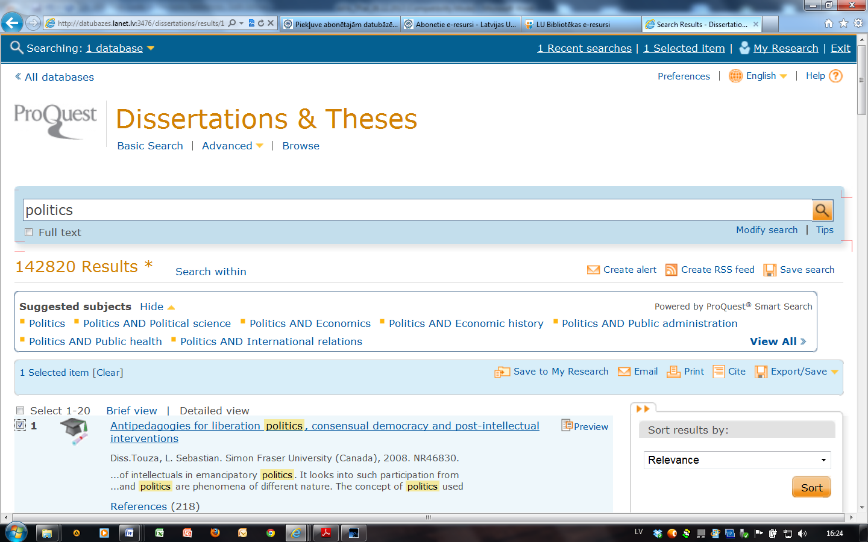
Given the diversity of sources of information, this Appendix will not cover all possible examples of references. In such cases, it is recommended to use the most similar example or to consult the APA style website ([http://www.apastyle.org/index.aspx).](http://www.apastyle.org/index.aspx).%20()

**Free automatic tools** such as *Zotero* (<http://www.zotero.org/>), *Son of Citation Machine* (https://www.citationmachine.net/), BibMe ([http://www.bibme.org/](http://citationmachine.net/index2.php?reqstyleid=2&newstyle=2&stylebox=2)) can also be used for citations and references.



*Figure 3* **Automatic referencing "*Son of Citation Machine*"**

Some subscription databases also offer the creation of references for their resources, [*such as ISI Web of Knowledge*](http://datubazes.lanet.lv/login?url=http://www.webofknowledge.com) (*EndNote*), *Scopus* (*QuikBib*), *ProQuest Dissertations and Theses* (see Figure 4).



Referencing

*Figure 4* **Automatic referencing in the database "ProQuest Dissertations and Theses"**

*Appendix 8*Pictorial material formatting

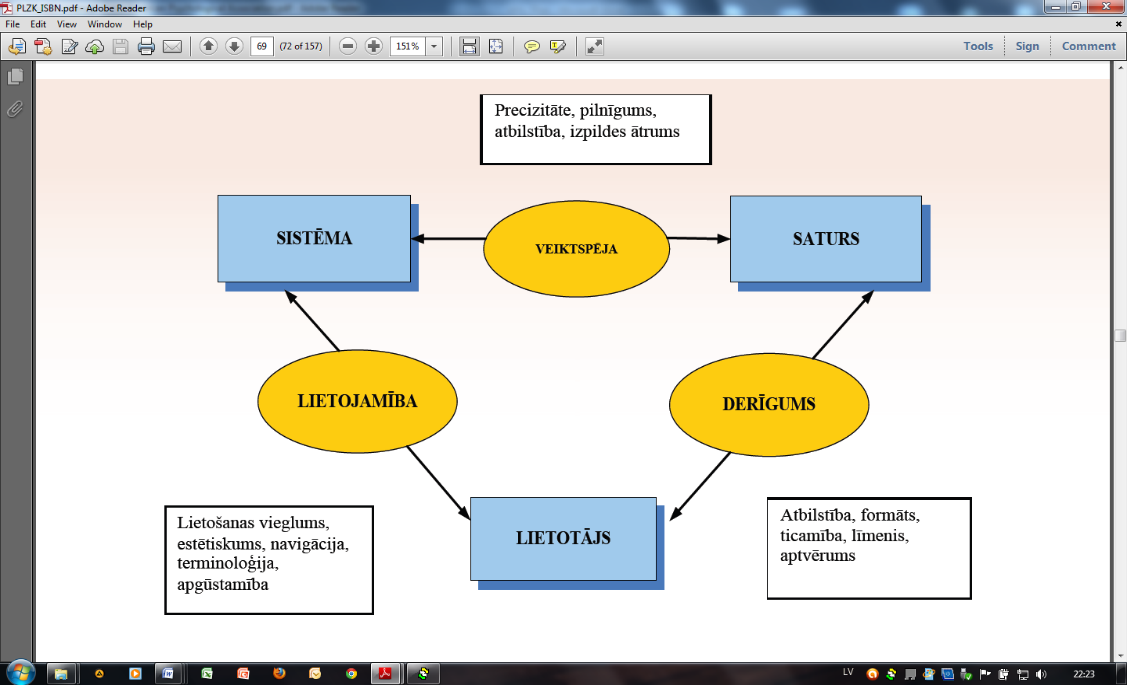
**Sample Table**

*Table 1.1*

# **Calibration line uptake data for photometric determination of total iron ions in surface water with 1,10-phenanthroline**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Graduated flasks***  ***number*** | ***VFe(II), std,***  ***ml*** | ***Fe(II),***  ***mg/l*** | ***IN*** |
| *1.* | *0* | *0* | *-* |
| *2.* | *1,0* | *0,10* | *0,058* |
| *3.* | *2,0* | *0,20* | *0,120* |
| *4.* | *4,0* | *0,40* | *0,236* |
| *5.* | *6,0* | *0,60* | *0,351* |
| *6.* | *8,0* | *0,80* | *0,468* |
| *7.* | *10,0* | *1,00* | *0,580* |

**Sample Figure**



*Fig.* 1.1 **Three-component model of interaction (Tsakonas, 2006)**

*Appendix 9*  
Typographical emphasis and quotation marks, display of dates and numbers in the text

1. **Use of typographical emphasis**

In order to better emphasize an idea or to indicate some peculiarities of the text, the author can use various means of typographical emphasis in their academic papers – italics, bold, underscore, letter spacing, different colour, changes in the size of characters, capital letters, etc. However, the author should not be too passionate about the use of emphasis – this applies both to the frequency of use of a particular emphasis and to the diversity in a single text. In the case of exaggerated and unsystematic use of emphasis, the meaning of highlights is lost, and the perception of work is hindered.

Original forms of foreign proper names are usually written in *italics*.

**Bold** usually emphasizes some particularly accentuated words or phrases.

Underlining or letter spacing are not particularly recommended types of emphasis but may also be used where necessary.

Examples

In Latvian, the *word aggressive* has only **negative** connotation.

The spelling of the word *komikss* is quite strange.

Mārtiņa Lutera (*Luther*) ģerbonis ietvēra sirdi ar krustu un rozi.

1. **Use of quotation marks**

Titles used in the text of the paper must be enclosed in quotation marks. It is recommended to put the quotation marks on both sides of the title at the top, adjusting the choice offered by the computer programme if necessary.

Examples

JSC "Rīgas ūdens"

newspaper "Latvijas Avīze"

TV game "V.I.P."

If the title is in a foreign language, the quotation marks are used to emphasise the name and italics to show that the name is not in the same language as the rest of the text.

Examples

laikraksts *"The Times"*

žurnāls *"Newsweek"*

If different sets of alphabets are used (for example, Latin and Cyrillic), the one in the quotation marks may not be put in italics.

Examples

magazine "*Жизнь*"

bank "*Россия*"

The author of the work should avoid the exaggerated use of quotation marks. For example, the title of the term paper/ final paper does not require quotation marks on the title page.

1. **Record of dates and numbers**

When representing dates in text, note that a dash may be used if the number or date is not preceded by the preposition "from"; if "from" is used, the preposition "to" must be used instead of the dash. Both options are correct and equal – which one to choose is up to the author himself. It is important to remember where a dash is used in the meaning of "up to", a hyphen (-) - the short little dash that is used in to transfer words and to denote something that is actually a whole, for example a Russian-Latvian dictionary, Vaira Vīke-Freiberga (compound surname), should not be used. In the sense of "to", a dash (–) must be used.

Examples

"from 1861 – 1918" – wrong!

from 1861 to 1918 – right!

1861–1918 – right!

*Appendix 10*  
Cover design for the final paper

UNIVERSITY OF LATVIA

**BACHELOR'S THESIS**

**(MASTER'S THESIS)**

(DIPLOMA PAPER)

RIGA 2022

*Appendix 11*  
Sample application for non-publication of the final paper

Faculty of Social Sciences

Dean, Professor Jānis Lejiņš

Bachelor's study programme Political Science

X.year student

Pēteris Cinis, stud. ID. No pc00010

APPLICATION

***On non-publication of the final paper***

It is to request you not to publish my paper

*(bachelor's, master's or diploma)*

*„ "*

*(research topic)*

In the database of final papers of the University of Latvia, based on the following arguments:

the information contained in the final paper is considered a commercial secret (or sensitive personal data).

Riga, dd.mm.yy. *(student's signature, in clear script)*

I confirm that the above-mentioned final paper includes information that constitutes a commercial secret (or sensitive personal data):

*(advisor’s signature / in clear script)*

Agreed with the Programme Director:

*(signature/ in clear script)*

**Section 19. Commercial Secrets**  
(1) A merchant may grant the status of a commercial secret to such matters of economic, technical or scientific nature and to information recorded or not recorded in writing or otherwise which conforms to all of the following features:   
1) they are part of an undertaking of the merchant or are directly related thereto;   
2) they are not generally accessible to third parties;   
3) they have or may have a property or non-material value;   
4) their coming into the possession of other persons may cause losses to the merchant;   
5) in relation thereto the merchant has taken reasonable measures for the preservation of commercial secret appropriate to the particular situation.

*(May 2012 current version)*

1. If applicable. [↑](#footnote-ref-1)
2. At the author’s choice. [↑](#footnote-ref-2)
3. If applicable. [↑](#footnote-ref-3)
4. American Psychological Association [APA]. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). American Psychological Association. [↑](#footnote-ref-4)
5. Mūze, B., Pakalna, D., & Kalniņa, I. (2005). *Bibliogrāfiskās norādes un atsauces* [Bibliographic references] (methodological guidelines). UL Press. pp.13 [↑](#footnote-ref-5)
6. Auckland University of Technology (n d.). *APA 7th Referencing Style Guide: Citing social media.* <https://aut.ac.nz.libguides.com/APA7th/social-media> [↑](#footnote-ref-6)