

Order of publishing of Siauliai University scientific journal “SOCIAL RESEARCH”

The scientific journal “Social Research” will be issued twice a year:

- *First issue* will be published in June (article submission deadline: **May 1**)
- *Second issue* – in December (article submission deadline: **November 1**)

GENERAL PROCEDURES OF ARTICLE SUBMISSION AND REVIEWING

1. Articles to be published in the journal “Social Research” are to be sent by e-mail to **social.research@su.lt**. An article must be accompanied by:
 - **warranty statement** signed by all the authors, regarding the work being submitted for publishing (Annex 3);
 - **information about authors** (in Lithuanian and in English), which includes title of the article, its authors’ names and surnames, telephone numbers, mailing and e-mail addresses, research interests, and research degrees and names (Annex 2).
 - if the authors of the article in English are people who know Lithuanian language, please **submit the text of the article in Lithuanian** as well.
2. The article must be prepared according to the requirements for research works, which are given in Annex 1.
3. The submitted article is reviewed by two reviewers (active scientists in the relevant field) appointed by the Editorial Board. After the reviewing the article may be returned (depending on remarks) to the author(s) for revision. Proposal to revise the article does not guarantee its publication after its revision is done by the author(s). A concrete time is given (starting from the day when the article is returned to the author(s)) to improve the article following the reviewers’ remarks.
4. The publisher reserves the right to reject the submitted article if it does not conform to the requirements presented here. The final decision on the article acceptance is made by the Editorial Board.
5. When the article is favourably evaluated by two reviewers, information is sent to authors of the article how to pay a publication fee of 75 EUR per article.

Information on the scientific journal “Social Research” is available online at:

http://www.su.lt/index.php?option=com_content&view=article&id=16757&Itemid=17529&lang=en

Annex 1

REQUIREMENTS FOR SCIENTIFIC PAPERS TO BE PUBLISHED IN THE JOURNAL “SOCIAL RESEARCH”

1. General requirements

1. Articles that are based on research in various social science fields and analyze social processes and phenomena relevant to social sciences are published in the journal “Social Research”. In the journal there are published empirical and theoretical articles that contribute to knowledge in various social sciences, present results of original social research, expand and deepen the understanding of objects of various social sciences.
2. The articles must be prepared following the general international requirements for research publications on social sciences.
3. The article must contain a clearly formulated research aim, a substantiation of the scientific problem dealt with in the article by presenting its level of investigation in academic literature, and research results must be given and substantiated.
4. The scientific problem formulated in the article must be analyzed by referring to scholarly literature and the latest publications of scientific research, by providing references to them in the text and giving the works cited in the list of references. The list of references (at least 20 entries) must include no entries not referred to in the text of the article.
5. The articles must be written in **English or Lithuanian**. The articles must satisfy standard language usage requirements, be edited and proofread.
6. The length of the article must be 5-15 pages.
7. Material in the article must be presented in the following order and following these requirements:

- **Title of the article** (short yet informative, reflecting the essence of the article).
 - **Name(s) and surname(s), workplace(s) (including address), and e-mail address(es) of the author(s).**
 - **Abstract** (about 500 characters long) in the language of the article. The abstract must briefly describe the contents of the article.
 - 3-6 **keywords** in the language of the article.
 - **Introduction** (describes scientific concerns and relevance of the article, names research subject and aim, presents novelty, relevance and methods of the research as well as current level of research on this matter).
 - **Theoretical framework of the research*** (provide a definite title) (theories and concepts that were followed in the research; relation of the presented research with similar scientific research).
 - **Research methodology*** (describes research methods and instruments used, presents research sample and stages, points out methodologically important data collection and analysis procedures).
 - **Analysis of research results or scientific problem** (research results and their analysis are presented, analysis of the scientific problem is done).
 - **Conclusions/Summarisation/Discussion** (brief and structured conclusions and generalisations are drawn which reflect the set aim of the article, results are discussed and interpreted, their relation to other scientific research is analysed).
 - **References** (requirements for the list of references are given at the end of this document).
 - **Summary and keywords in** Lithuanian, English, German, French or Russian (at least 5000 characters). The summary must reflect research problem, research methodology (for an empirical research), the main results and conclusions of the article.
- * The parts of an article mandatory for articles based on empirical research.

2. Layout requirements

The article must be laid out on an A4 size (210 x 297 mm) page, text single spaced, in *Times New Roman* font and in a single column. Margins must be 2 x 2 x 2 x 2 cm. The article must be fully compatible with Microsoft Word text processor (not older than version of 2003) for *Microsoft Windows* operating system. Additional layout requirements that must also be followed:

Title of the Article (14 pt, Bold)

Author's Name Surname¹, Author's Name Surname² (12 pt, Bold)

¹ *First author's workplace, its address (10 pt, Normal Italic)*

First author's e-mail address (10 pt, Normal Italic).

² *Second author's workplace, its address (10 pt, Normal Italic)*

Second author's e-mail address (10 pt, Normal Italic).

Abstract (11 pt, Bold)

Abstract text (10 pt, Normal, first line indentation 0.6 cm).

Keywords (10 pt, Bold, first line indentation 0.6 cm.): keywords written in 10 pt, Normal.

Introduction and other following titles of structural parts of the article (12 pt, Bold)

Text within chapters in 11 pt, Normal, first line indentation 0.6 cm.

References (10 pt, Bold)

1.

2.....

Author's surname, Name initial (10 pt, Normal)

Title of the article in English or another language other than that of the article (10 pt, Bold)

Summary (10 pt, Normal)

Summary text in Lithuanian/English/German/Russian/French language (other than that of the article) (10 pt, Normal, first line indentation 0.6 cm).

Keywords in the same language as the summary (10 pt, Bold Italic, first line indentation 0.6 cm): keywords written in 10 pt, Normal.

Requirements for tables

Tables in the article text must be numbered using Arabic numerals. The word “Table” and its number are placed at the right margin. Title of the table (11 pt, Bold) is centred in a new paragraph. Text within the table must be formatted as follows: 10 pt, Normal, e.g.:

Table 1

Title of the table

No.	Question	Group A	Group B
1.	Text 1	5	8
2.	Text 2	7	3

Source:

If a provided table or its part has been published in another source, that source must be indicated below the table (10 pt). If the provided table has been originally drawn by another author, page number must be indicated.

Requirements for figures (pictures)

Drawings (pictures, charts, diagrams) in the paper are numbered using Arabic numerals. The abbreviation ‘Fig.’, number (11 pt, Bold) and title (11 pt, Normal) are placed below the drawing, e.g.:

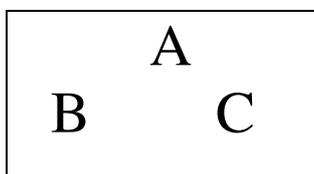


Fig. 1. Title of the figure

Source:

The same font of legible size must be used for all texts within the drawings throughout the paper. Drawings (in grayscale) must be prepared so that the publisher can make font changes and other corrections if necessary. When an adapted drawing or original drawing taken from other author is used, its primary source must be indicated below the figure title (10 pt). If original drawing taken from other author is used, then source page number must be indicated.

Requirements for references in the text

Citing possibilities	Example
Reference to a publication by one author: (Author’s surname, year)	The study (Smith, 2009) revealed that... According to Brown (2009), ...
References to different publications by different authors are separated by semicolons	Researches (Smith, 2009; Brown, 2010; Gary, 2008) suggest ... In the works by Smith (2009) and Brown (2010) ...
When there are 3 or more authors	First reference: Smith, Brown and Gary (2010). Further in the text: Smith et al. (2010).
When a publication has no author	It has been found (Education & young people in the EU, 2017)
When the publication has no author and its title is long	Profit increased (Company Financial Indicators ..., 2007)
Different publications by the same author with the same year of publication	This idea is pointed out by several researchers (Smith, 2005a, 2005b, 2005c; Johnson, 2008a, 2008b).
Exact citation of other author (up to 40 words)	“Learning is a continuous process” (Gary and Smith, 2008, p. 156).
Citation of a legal act or other legal document	(Law of the Republic of Lithuania on Science and Studies, 2018)
Secondary source is referred to <u>Note:</u> both sources are included in the list of references.	Seidenberg and McClelland (2006), cited by Brown (2008), found that...

Requirements for the list of references

Items on the list of references must be listed in the source language, in **alphabetical order**, Latin script first (e.g. Lithuanian, English) followed by other scripts (e.g. Russian). It is necessary to use high-level scientific resources.

Guidelines for formatting the list of references:

1. Article in periodical edition

Perry, J. L., Brudney, J. L., Coursey, D., Littlepage, L. (2008). What drives morally committed citizens? A study of the antecedents of public service motivation. *Public Administration Review*, 68 (3), 445-458.

2. Book

Zakarevičius, P., Kvedaravičius, J., Augustauskas, T. (2004). *Organization development paradigm. Monograph*. Kaunas: Vytautas Magnus University Press.

Gregory, G., Parry, T. (2006). *Designing brain-compatible learning* (3rd ed.). Thousand Oaks, CA: Corwin.

3. Irregularly published source prepared by editors or compilers

Mayo, E., Moore, H. (Eds.). (2002). *Building the Mutual State: Findings from Virtual Thinktank*. London: New Economics Foundation.

4. Newspaper article

Čerkauskas, M. (January 21, 2009). European Union Support for Lithuania. *Lietuvos rytas*, p.16.

5. Source by an organisation

Statistics Lithuania. (2017). *Statistical Yearbook of Lithuania 2017*. Vilnius.

6. Source with no author or editor

Constitution of the Republic of Lithuania (2008). Vilnius: Centre of Registers.

7. Article or chapter in irregularly published source by other authors

Rodie, A. R., Kleine, S. S. (2000). Customer Participation in Services Production and Delivery. In Swartz, T. A. & Iacobucci, D. (Eds.), *Handbook of Services Marketing and Management* (111-125). Beverley Hills, California: Sage Publications.

8. Article or chapter in conference material

Juozaitytė, L., Žičkienė, S. (2007). Collective Investment Undertakings and Their Place in Financial Market of Lithuania. *3rd International Conference on Business, Management and Economics: E-Conference Proceedings*. (p. 1-17). Izmir: Yasar University.

9. Dissertation

Skunčikienė, S. (2008). *Evaluating application of simulating business games in a learning organization. Doctoral dissertation*. Kaunas: Vytautas Magnus University Press.

10. Online (internet) resources

Education & young people in the EU. (2017). European Union. Available at https://europa.eu/european-union/life/education-training_en.

About Smart Specialisation. (2018). Research and Higher Education Monitoring and Analysis Centre. Available at <http://sumani2020.lt/en/>

11. Legal acts or other legal documents

Law of the Republic of Lithuania on Science and Studies. (2018). Valid from June 19, 2018. Available at <https://www.e-tar.lt/portal/en/legalAct/1a9058e049b311e6b5d09300a16a686c/XWhKkPMTNF>.

Ministers' orders, mayors' acts and similar documents are indicated in the same manner.

INFORMATION ABOUT AUTHORS

Example:

Author's name, surname: Name Surname

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AUTHORS' WARRANTY STATEMENT
REGARDING THE WORK BEING SUBMITTED FOR PUBLISHING

(date (dd-mm-yyyy))
Siauliai

The author(s) _____
(name, surname)

confirm(s) that the article (hereinafter referred to as the **Work**) _____
(title of the article)

submitted for publication in Siauliai University journal _____
(title of the journal)

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- 1) it has been created and written by the authors indicated in the Work;
- 2) material present in this Work has not been published in other publications (in any language);
- 3) material present in this Work has not been and shall not be submitted for publishing in other publications;
- 4) the Work contains no false statements or material that could violate intellectual property rights of any natural person or legal entity, terms and conditions of publishing houses or sponsors;
- 5) all references cited in the Work are included in a list of references (with reference to the primary source and author);
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If the Work is not accepted for publication in the journal, this warranty statement is rendered invalid from the date the decision not to accept the Work for publication was made by the Editorial Board.

Authors

(name, surname)

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