



REQUIREMENTS FOR THE ARTICLES AND THE PUBLICATIONS IN POWISLANSKI COLLEGE

The submitted materials must be original, i.e., they cannot be previously published or scheduled for publication in other editions. Articles can be prepared in English, German, Russian and Lithuanian languages. The articles should be submitted to the editorial office in an electronic form.

I. REQUIREMENTS FOR THE ARTICLE

1. Text editor - Microsoft Word.
2. Font - Times New Roman, 12 points.
3. Page size - A4.
4. Margins for every page: left and right 25 mm, top and bottom margins — 20 mm
5. Line spacing: 1,5.
6. The article should be written in one column.
7. The preferable size of the article - 6-10 pages, including the illustrations (15.000-20.000 characters).
8. The name(s) and the surname(s) of the author(s) - 11 points, *Times New Roman Italic*
9. The title of the article – 14 points, Times New Roman **CAPITAL BOLD LETTERS**
10. Subtitles - 12 points, Times New Roman **CAPITAL BOLD LETTERS**
11. Pages should not be numbered.
12. Tables, pictures and photos – black-and-white, set in the center of the page, not bigger than the set page subtitles.
13. All pictures (figures, photos) — JPG format no less than 300 dpi.
14. The annotation of the article (not more than 500 characters).
15. Key words (up to 5 words).
16. Conclusions, recommendations.
17. Summary in English language (not more than 600 characters).
18. References – list of literature sources in alphabetical order.

II. THE REQUIREMENTS FOR SCIENTIFIC DATA PRESENTATION

1. Tables in the text are numerated in Arabic numbers order. The word “table” and the number of the table must be written on the right sight of the text and in italic shrift. The title of the table must be written in the center in bold shrift using a new line.

Example:

Table 1

The Name of the Table

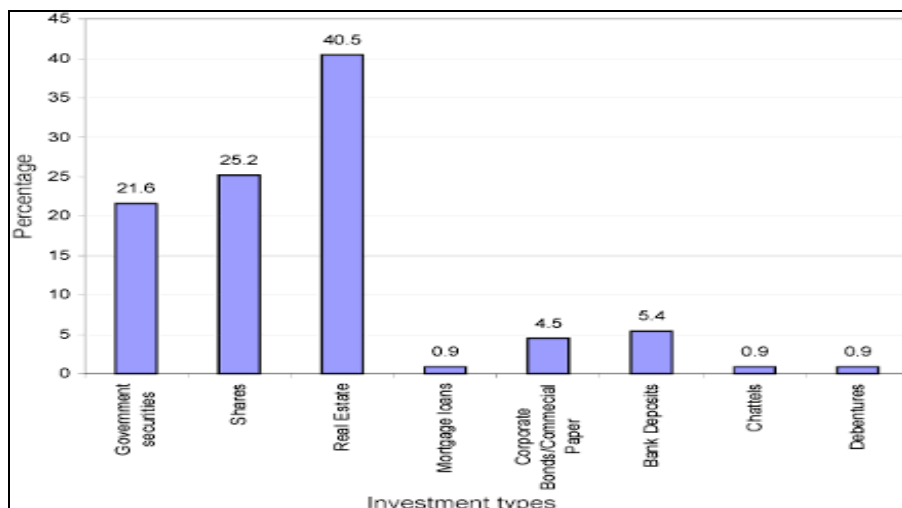
Information	Information	Information
Information	Information	Information

Source:

2. The pictures represented in the article must be numbered in Arabic numbers order. The word “figure” and the number of the figure must be written on the right sight of the text and in italic shrift. The title of the figure must be written in the center in bold shrift using a new line.

Example:

Figure 1

The Name of the Figure

Source:

III. References to the literature sources in the text

1. The surname of the author and the year of the publication must be directed in the brackets (*Surname, 2005*).
2. If the author is mentioned in the article text, after his surname must be directed only the year of the work, for example: According to *Surname (2005)*...
3. If the author of the literature source is an organization and the source has no a single author, only the title and the year of the source must be mentioned in the reference (*Lithuanian Department of Statistics, 1996*);
4. The semicolon must be used while giving the reference to the literature source written by more than one author (*Surname, 1996; Surname 1997*);
5. The different publications of the same author published in the same year must be pointed out by adding the letters a, b, c, d, etc. after the year of publishing (*Surname, 2005a, 2005b*);
6. Quotations from the used literature sources must be pointed out by giving the page number (*Surname, 2002, p. 13*).

IV. References to the list of literature sources

The list of literature sources must be represented in the alphabetic order (surname of the author) and it must be put at the end of the article. The elements of bibliographic sources must be set in this order:

– **The book by one author(s):**Surname and Letter of Name., Year, *Title*, Place of Publication.– **The article in a journal:**Surname and Letter of Name., Year, *Title*, “ Title of the Journal” No. , pages.– **Internet materials:**Surname and Letter of Name., *Title*, (**if presented**), internet address, date.