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**AGRICULTURE ACADEMY OF  
VYTAUTAS MAGNUS UNIVERSITY  
FACULTY OF BIOECONOMY DEVELOPMENT**

**GENERAL METHODOLOGICAL GUIDELINES FOR THE  
PREPARATION OF WRITTEN STUDY ASSIGNMENTS FOR  
THE FACULTY OF BIOECONOMY DEVELOPMENT**

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# INTRODUCTION

Every student enrolled in the Faculty of Bioeconomy Development at Vytautas Magnus University's Academy of Agriculture (VMU AA) is required to complete the independently prepared written study assignments stipulated in the bachelor and master programs — individual and group tasks, term papers, coursework, professional internship reports, scientific and applied research and, upon finishing their studies, a Bachelor's or Master's thesis.

The aim of these methodological guidelines is to present the principal methodological instructions concerning the structure, content, formatting, and presentation of written study assignments, as applied to the papers prepared by students of the VMU AA Faculty of Bioeconomy Development.

Other types of written study assignments or practical tasks (e.g., projects, strategies, feasibility studies, etc.) which are not discussed in these general methodological guidelines for the preparation of written study assignments, shall be prepared and presented in accordance with the structure and other requirements specified by the lecturer teaching the relevant course (e.g., for performing calculations and filling in forms), in accordance with the requirements of the course description and the recommendations/descriptions for the use of standard or applied programs. The following methodological guidelines shall be followed when preparing the written study assignments.

# 1. MAIN TYPES OF WRITTEN STUDY ASSIGNMENT

## 1.1. Research paper

A **research paper** is an individual study work intended for a comprehensive analysis of a certain theoretical question. The process of writing a research paper is aimed at developing abilities in the collection, analysis, systematisation and summarisation of information on the specific topic. Students are expected to develop the skills of identifying research problems and generating related solutions when writing the research papers.

A research paper analyses a certain topic (questions, problem) based on various references. Students may choose topics from the list of research paper topics or may devise their own topics upon the teacher's consent. Students studying at the bachelor's degree use professional and scientific literature, legislative acts, statistical data as well as other information sources for their research papers. Students studying at the master's degree analyse scientific literature (monographs, scientific studies, research articles referred in international databases) and, in exceptional cases, legislative acts, in their research papers. At least 10 references shall be used in a research paper. At least half of the scientific literature analysed during the master's studies shall be scientific literature in a foreign language. Research papers may be prepared by an individual student or a group of students (in the latter case, each student's contribution shall be specified).

Research paper structure and content requirements are presented in Table 1.1.

**Table 1.1. Research paper structure and content requirements**

Structural parts	Content requirements
Title page	An example is provided in Appendix 1.
Content	An example of the content is provided in Appendix 7.
Introduction	The introduction describes the relevance of the chosen topic, object, aim, objectives of the work and research methods applied. When providing reasoning of relevance of the research paper, the author must indicate his/her personal need for analysis of the chosen question. The aim of the work indicates the direction of the research; only one aim should be formulated. The objectives of the work (there should be 2–3 of them) indicate the chosen method of achieving the objective, i.e., steps taken to achieve the set aim. Research aims and objectives shall be formulated in the infinitive form of verb: to analyse, to compare, to summarise, to determine, to validate, to present, to propose, to study. Research methods applied must be indicated at the end of the introduction.
Body part	This part provides the review of various concepts, phenomena, processes relating to the chosen topic; analysis, systematisation and summary of various authors' approaches towards the issue as well as the paper author's approach towards the analysed issue. This section should highlight the key statements and ideas that are relevant to the analysis of the chosen topic (question/problem).

### Continuation of Table 1.1.

Structural parts	Content requirements
Conclusions	Conclusions of the research paper present general key ideas, results related to each objective with the view towards the research aim. Master's degree students must demonstrate coherence between their research and the results of research works analysed in their research paper. Conclusions should be numbered.
References	It has to be prepared in accordance with APA citation style. The requirements for citing references and compiling a list of references can be found in Section 2 of the methodological guidelines for written study assignments. Appendix 11 provides an example of a list of references.
Appendices	Appendices may be included in the work, depending on the type of the work. Appendices should contain additional information that is important for understanding the work or justifying the results but is too broad or detailed to be included in the main text. If there are several appendices, they should be numbered.

Recommended length of a research paper is 12–20 pages (excluding appendices). A research paper prepared by a group of students must be longer. The specific length of the paper and other requirements is decided by the course teacher.

## 1.2. Term paper

A **term paper** is an individual study work for students to apply theoretical knowledge to the analysis of a specific scientific or practical problem, also designed to apply these skills to the analysis and resolution of specific practical or scientific problems. The preparation and thematics of the term paper are directly related to the specific study programme.

As the students are writing the term papers, they develop their abilities of analysing and summarising the scientific literature, applying other researchers' methodology to analyse practical or scientific problems in to own research, analysing and systematising the results of empirical research, comparing them to research data provided by other authors.

A term papers are written by bachelor's and master's degree students. A bachelor's degree term paper is usually analytical in nature, while a master's degree term paper is research-based. Master's degree students must identify a scientific or practical problem, choose a research methodology based on sound reasoning, conduct research, and present solutions to the problem. When writing their coursework, bachelor's degree students use the latest scientific (monographs, scientific studies, scientific articles) and other subject-specific (textbooks, reference books, etc.) literature, legislative acts, statistical and empirical data as well as other information sources for their term papers.

The list of references of a first-cycle term paper shall comprise of at least 15 references, at least half of the references must be scientific literature, at least the third of which shall be references in a foreign language.

Students studying at the second study cycle analyse scientific literature (monographs, science studies, research articles referred in international databases), legislative acts. The list of

references for the term paper must contain at least 20 sources, at least half of it has to be international scientific literature.

Recommended length of the term paper is 23–28 pages (excluding appendices). A structure and content requirements of a term papers' are presented in Table 1.2.

**Table 1.2. Term paper structure and content requirements**

<b>Structural parts</b>	<b>Content requirements</b>
Title page	An example is provided in Appendix 1.
A term paper assignment	An example of a term paper assignment is in Appendix 4.
Content	An example of the content is provided in Appendix 7.
A summary	The summary is prepared in the language in which the term paper is written (see example in Appendix 6).
Introduction	The introduction shall provide the relevance of the topic, the object of the work (it should answer the question: what will we study and analyse?), the aim and objectives of the work, and the research methods. The aim of the work indicates the direction of the research; only one aim should be formulated. The objectives of the work (depending on the complexity of the topic, 2–3 objectives should be formulated) indicate the chosen method of achieving the objective, i.e., steps taken to achieve the set aim. Research aim and objectives shall be formulated in the infinitive form of verb: to analyse, to study, to assess, to determine, to reveal, to present, to compare, etc.
Theoretical part	The theoretical part of the term paper involves analysis of scientific, methodological and other literature, presents theories, key ideas, concepts of the analysed subject, a summary of various authors' opinions and scientific research on the analysed issue, theoretical methods of solving the analysed problem. The opinion of the author of the term paper shall be expressed in a reasoned manner.
Analytical part	This part presents the arguments for the choice of research methods, based on which the problem, its manifestation and determining factors are analysed (investigated), the results obtained are compared with the results of other studies, and evaluated in the context of theoretical aspects and practical trends.
Applied/project part	This part of the term paper shows the practical applicability of the research results, puts forward the proposals on the solution of the analysed problem, their economic and social reasoning. Changes of the analysed object are projected based on the research results and theoretical concepts by using methods of forecasting, modelling and design.
Conclusions	The conclusions provide a concise summary of the author's research results and possible methods of solving the research problem. The conclusions shall be closely related to the aim and objectives of the research. Conclusions should be numbered.
References	It has to be prepared in accordance with APA citation style. The requirements for citing references and compiling a list of references can be found in Section 2 of the methodological guidelines for written study assignments. Appendix 11 provides an example of a list of references.
Appendices	Appendices may be included in the work, depending on the type of the work. Appendices should contain additional information that is important for understanding the work or justifying the results but is too broad or detailed to be included in the main text. If there are several appendices, they should be numbered.

Dividing theoretical, analytical and result or project parts of the term paper into subsections is recommended. Concise summary of the results shall be provided at the end of each section or subsection. The term paper shall contain citations linked to the list of references used (all authors mentioned in the text, etc., must be listed in list of references). Arguments provided in the term paper may be illustrated with tables, figures and appendices.

Supervisor of the term paper helps to draw up and approve the term paper assignment, evaluates the scientific and other literature, references of statistical and other information collected by the student, provides consultations in identifying the research aim and objectives, defining the research object, developing the research methodology.

The topics of the term papers are individual. Student may choose topic from the list of term paper topics provided by the teacher. Student may devise their own topic for the term paper upon the teacher's consent. The topic of the term paper must be related to the study programme being studied.

The teacher determines the procedure and means of defending the term paper. Defence of the term papers comprises of brief presentation of the research results by the student and a question/answer part, where the student answers the teacher's questions. Term paper assessment criteria are provided in the description of the specific course unit.

### **1.3. Professional internship report**

Bachelor's degree students prepare a report on their professional internship. **A professional internship report** is an individual student's written study assignment in which students seek to demonstrate the experience gained during their professional internship by applying the knowledge and professional, social, and personal skills acquired during their studies and through other informal ways.

In the professional internship report, the student provides a detailed and reasoned description of the activities of the business or public organization where they completed their professional internship, or a specific area of its activities, and the objectives performed by the student, which were assigned to them in accordance with the learning outcomes and content of the internship as set out in the professional internship description.

When writing a professional internship report, the student should use various types of information gathered during the practice, professional and scientific literature, legal acts, primary and secondary statistical and empirical data. The professional internship report may also include the student's personal observations and other experiences gained during the internship.

The structure and content requirements of a professional internship report are presented in Table 1.3.

**Table 1.3. Professional internship report structure and content requirements**

Structural parts	Content requirements
Title page	An example is provided in Appendix 1
Introduction	The introduction must indicate the place of professional internship, the aim and objectives, object of the internship, research methods. In this part of the written study assignment also describes the duties performed (carried out) during the internship and the specific tasks completed that were useful to the student and the internship organization, as well as how the internship contributed to the development of the student's practical skills. Professional internships aim and objectives shall be formulated in the infinitive form of verb: to study, to analyse, to compare, to determine, to project, to present.
Analytical part	The analytical part describes the business or public organization where the student completed their professional internship, reveals the operational experience of this organization, its specific features, provides the analysis and evaluation of its resources, performance indicators, problems are identified, and possible solutions are proposed. Individual arguments can be illustrated with specific examples of the organization's activities, documents, calculations, interviews with employees, and process monitoring results.
Conclusions	Conclusions should be related to the aim of the professional internships report and respond to the objectives set. Conclusions should be numbered.
References	It has to be prepared in accordance with APA citation style. The requirements for citing references and compiling a list of references can be found in Section 2 of the methodological guidelines for written study assignments. Appendix 11 provides an example of a list of references.
Appendices	Appendices may be included in the work, depending on the type of the work. Appendices should contain additional information that is important for understanding the work or justifying the results but is too broad or detailed to be included in the main text. If there are several appendices, they should be numbered.

Recommended length of the professional internship report is 15–25 pages (excluding the appendices).

## 1.4. Reports of the scientific and applied research

**Research report** – an independent written study assignment by a master's degree student. Depending on the specific master's degree programme, this work is prepared during the semesters specified in the study programme plan. The research report must identify and justify a scientific problem and present ways to solve it.

More detailed subject requirements for the report of the *scientific research work* are presented in the course descriptions of the respective study programme.

The structure and content requirements of the scientific research report are presented in Table 1.4.

**Table 1.4. A structure and requirements for the content of the research report**

Structural parts	Content requirements
Title page	An example is provided in Appendix 1.
Content	An example of the content is provided in Appendix 7.
Introduction	The introduction must indicate the relevance of the topic, concisely and reasonably present the scientific problem, identify the object of the work, the aim and objectives of the work, the research methods, and the information and communication technology (ICT) tools used.



**Continuation of Table 1.4.**

Structural parts	Content requirements
Analytical part	The analytical part presents substantiation of the level of research of a scientific problem by theories, scientists' views and results of various research, reasoned student's opinion on the topic. The student's own systematic theoretical material from scientific articles, monographs, academic publications, substantiation of research methodology. An empirical study may be conducted and its results presented. This is presented in the course descriptions of the respective study program. A concise summary of the results shall be provided at the end of each section which will help to formulate the final conclusions. More detailed requirements for the content of this part of the research report are provided in the course descriptions of the respective study program
Conclusions	The conclusions should provide a concise, clear, and systematic summary of the results of the work. The conclusions should reflect the outcome of each objective formulated in the work. The conclusions should be numbered, formulated from the entire work.
References	It has to be prepared in accordance with APA citation style. The requirements for citing references and compiling a list of references can be found in Section 2 of the methodological guidelines for written study assignments. Appendix 11 provides an example of a list of references.
Appendices	Appendices may be included in the work, depending on the type of the work. Appendices should contain additional information that is important for understanding the work or justifying the results but is too broad or detailed to be included in the main text. If there are several appendices, they should be numbered.

Recommended length of the scientific research report is 20–25 pages (excluding appendices). The specific length of the paper and other requirements is decided by the course teacher.

All parts of the scientific research report must be interconnected. It is recommended to divide the main parts (sections) of the report into smaller parts (subsections). The titles of the parts and subsections of the report must be specific, taking into account the object and context of the scientific research and other important aspects.

**Applied research report** – independent applied written study assignments by a master's degree student. Depending on the specific master's degree programme, this work is prepared during the semesters specified in the study programme plan. Applied research is conducted by collecting, analysing, systematizing, interpreting, and critically evaluating practical problems and research results in the field of the relevant study programme.

More detailed requirements for the applied research report are presented in the course descriptions of the respective study programme.

The structure and content requirements of the applied research report are presented in Table 1.5.

**Table 1.5. A structure and requirements for the content of the applied research report**

Structural parts	Content requirements
Title page	An example is provided in Appendix 1.
Content	An example of the content is provided in Appendix 7.

**Continuation of Table 1.5.**

<b>Structural parts</b>	<b>Content requirements</b>
Introduction	<p>The introduction should justify the relevance of the topic, concisely and reasonably present the practical problem, identify the object of the work, the aim and objectives of the work, and the research methods.</p> <p>The object of the applied research report is the specific topic of the final master thesis. It can be a social or economic phenomenon, a process in an organization (or organizations), a region, or a country.</p> <p>The aim of the work indicates the direction of the research and the seeking result. The objectives of the work indicate steps taken to achieve the aim. The aim and objectives shall be formulated in the infinitive form of verb: to analyse, to study, to assess, to determine, to reveal, to present, to compare, to propose, to prepare, to check, to compile, to create, etc.</p> <p>The research methods used to each objective and the information and communication technology (ICT) tools are presented (more details about ICT tools are provided in Section 2).</p>
Analytical part	<p>practice and the applied research report should reflect the integration of practice and research, i.e., it should reveal the practical problem, its essence, context, and extent of expression in practice, and reveal the possible solutions to the problem proposed by researchers.</p> <p>To disclose practical problem, it is recommended to use methods such as analysis and synthesis of written and visual documents, content analysis, quantitative analysis of secondary data using statistical methods, case method, and others.</p> <p>In order to reveal theoretical solutions to the problem, it is recommended to refer to scientific articles, monographs, scientific studies, conference materials, or other scientific literature related to the object of research.</p> <p>More detailed requirements for the content of this part of the applied research report are provided in the course descriptions of the respective study program</p>
Conclusions	<p>The conclusions should provide a concise, clear, and systematic summary of the results of the work. The conclusions should reflect the outcome of each objective formulated in the work. The conclusions should be numbered, formulated from the entire work.</p>
References	<p>It has to be prepared in accordance with APA citation style. The requirements for citing references and compiling a list of references can be found in Section 2 of the methodological guidelines for written study assignments. Appendix 11 provides an example of a list of references.</p>
Appendices	<p>Appendices may be included in the work, depending on the type of the work. Appendices should contain additional information that is important for understanding the work or justifying the results but is too broad or detailed to be included in the main text. If there are several appendices, they should be numbered.</p>

Recommended length of the applied research report is 20–25 pages (excluding appendices). The specific length of the paper and other requirements is decided by the teacher.

All parts of the applied research report must be interconnected. It is recommended to divide the main parts (sections) of the report into smaller parts (subsections). The titles of the parts and subsections of the report must be specific, considering the object and context of the research and other important aspects.

## **1.5 Bachelor's Thesis**

**Bachelor's Thesis** is a written study assignment, by independent preparation and defence of which the student demonstrates the ability to apply scientific knowledge in analysing social, economic phenomena or processes, substantiating possible solutions to identified problems, acquisition of other competencies provided in the study program.

The aim of a Bachelor's thesis is to reveal and deepen knowledge and skills to use the results and methods of fundamental and applied research, analysing social, economic phenomena or processes

corresponding to the chosen topic, identifying problems, justifying possible solutions, demonstrating other study achievements according to the study results specified in the *Bachelor's thesis course description* for the study programme. When preparing the Bachelor's Thesis, the student must follow the Description of Special Requirements and Procedures for the Preparation and Defence of the Bachelor's Theses of the Faculty of Bioeconomy Development of the VMU AA (<https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/>).

The topic of the Bachelor's thesis must correspond to the field of study and the study program. The Bachelor's thesis is written in the language in which the studies are conducted.

When writing a Bachelor's thesis, the latest professional and scientific literature (no older than 10 years) related to the research topic is analysed, along with relevant legislation, statistics and other data. The reference list must contain at least 20 references, at least half of which must be scientific literature. It is mandatory to use international scientific literature, which must constitute at least one-third of all references.

The length of the final work should be 37–45 pages (excluding appendices). Bachelor's Thesis that does not meet the formal requirements for structure, length, and adequacy of scientific literature cannot be defended in the Bachelor's thesis Evaluation Commission.

Table 1.6. presents the components and content requirements of the Bachelor's thesis.

**Table 1.6. A structure and requirements for the content of the Bachelor's thesis**

Structural parts	Content requirements
Title page	An example is provided in Appendix 2.
The composition of the Bachelor's thesis Evaluation Commission approved by the Chancellor of the Agriculture Academy	An example is provided in the continuation of Appendix 2.
Declaration of authorship	The authorship declaration form can be found on the website of the Faculty of Bioeconomy Development at Vytautas Magnus University in the information section for students ( <a href="https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/">https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/</a> ).
Content	An example of the content is provided in Appendix 7.
Summary	An example is provided in Appendix 6. The summary is a concise presentation of the essence of the Bachelor's thesis in correct Lithuanian and one of the working languages of the European Union. The object, aim, and objectives of the work, as well as the research methods, must correspond to the wording provided in the introduction. The summary is prepared in two languages. When writing the work in Lithuanian, the summary should be written in Lithuanian (1–2 pages) and in one of the other working languages of the European Union (English, French, or German) (also 1–2 pages). When writing a work in English, the summary should be written in English and Lithuanian.
Introduction	The introduction describes the relevance and object of the topic, formulates the aim and objectives of the work, briefly describes the research methods used in the work. The relevance and object of the topic are based on scientific statements and must reveal the student's personal need to examine it. The object of work is a specific social or economic phenomenon or process analysed in the work within an organization (or organizations), a region (or regions), a country (or countries), or the world.

**Continuation of Table 1.6.**

<b>Structural parts</b>	<b>Content requirements</b>
	The aim of the work shows the direction of the object analysis, and the objectives - the chosen way of solving the aim, i. e. the consistency of the research in achieving the set aim.
Introduction	<p>The aim and objectives must be formulated in the context of verbs: to analyse, evaluate, define, identify, compare, prepare, check, refine, compile, formulate, create, and so on. The aim and objectives of the work must be related by a logical subordination relationship - the objective cannot be more general than the aim. It is recommended to formulate no more than 3–5 objectives in the work.</p> <p>For each objective, the research methods used, and the information and communication technology (ICT) tools applied must be specified (see Section 2 for details).</p> <p>Research methods must be selected so that they are appropriate and sufficient for achieving the objective.</p> <p>At the end of the introduction, you may indicate where and when the research results were presented or published, including the titles of reports or articles if they are related to the topic of the work.</p>
1 section – Theoretical part	In this part of the work, the analysis of scientific and other literature directly related to the object of the work is performed, the interpretations of the main concepts, the results of fundamental and applied research and the summary of the used methods are presented. It is based not only on the statements of researchers and other authors and the results of the research, but also on the student's reasoned opinion.
2 section – Analytical part	<p>In this part of the work, based on the results and methods of fundamental and applied research examined in the theoretical part, the social, economic phenomenon or process corresponding to the object of the study is analysed in detail and comprehensively, its trends and causes are identified, and the problems to be solved are revealed.</p> <p>The analytical part uses primary and secondary data (Appendix 14), performs their analysis, evaluates the magnitudes and conditions of change of the analysed phenomena, processes, indicators reflecting them, deviations from theoretical provisions, valid requirements of official documents, average values, etc. The results obtained can be illustrated with case studies.</p>
3 section – Applied/project part	In this part of the work, based on the results and methods of fundamental and applied research, as well as project calculations, the forecasts and conditions for the phenomenon analysed in the analytical part are substantiated, measures for improving the process, possible solutions to the identified problems, and their social and/or economic assessment.
Conclusions and recommendations	Using the material from the analytical and applied/project sections, the conclusions summarize the main results and recommendations for solving problems. The conclusions must be directly related to the aim and objectives of the work. The conclusions are numbered. It is recommended to formulate 1-2 conclusions for each objective.
References	It has to be prepared in accordance with APA citation style. The requirements for citing references and compiling a list of references can be found in Section 2 of the methodological guidelines for written study assignments. Appendix 11 provides an example of a list of references.
Appendices	<p>Appendices may be included in the work, depending on the type of the work. They should contain additional information that is important for understanding the work or substantiating the results but is too broad or detailed to be included in the main text.</p> <p>If there are several appendices, they should be numbered.</p>

All parts (sections) of the Bachelor's thesis must be interrelated. It is recommended to divide the main parts (sections) of thesis into smaller parts (subsections). The titles of the main parts (sections) and subsections of the Bachelor's thesis must be specific, considering the object and context of the thesis, as well as other important aspects. At the end of each section or subsection, a brief summary of the results of the section or subsection must be provided.

The Bachelor's theses with all the required documents specified in the Description of Special Requirements and Procedures for the Preparation and Defence of the Bachelor's Theses of the Faculty of Bioeconomy Development of the VMU AA (<https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/>) must be uploaded to the specified location in the Moodle environment and to the VMU research management system's (CRIS) repository.

## 1.6. Master's Thesis

A **Master's thesis** is a written study assignment which, through its independent preparation and defence, demonstrates the student's ability to solve scientific or practical problems defined in the study programme and to acquire other competences provided for in the study programme. When a Master's thesis is of a scientific nature, it must be aimed at identifying and solving a scientific problem. When a Master's thesis is of an applied nature, it must be aimed at identifying and solving a practical problem using scientific research methods.

When preparing a Master's thesis, students must follow The Description of Special Requirements and Procedures for the Preparation and Defence of Master's Theses at the Faculty of Bioeconomic Development of VMU AA (<https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/>).

When preparing a Master's thesis, students must demonstrate their ability to apply theoretical knowledge, identify a scientific or practical problem, collect, analyse and summarise scientific literature, create or adapt an empirical research methodology and apply it to the object of study.

*Scientific Master's thesis* (Table 1.7.) must raise a scientific problem and/or hypothesis/defence statement(s) (conjecture, intuitive scientific assumption) that is substantiated or refuted, the scientific literature on the topic under investigation must be analysed, with particular attention paid to the development of theories and scientific approaches, presenting the student's critical and reasoned opinion. Based on the analysis of scientific literature, the student must prepare an empirical research methodology to solve the scientific problem and verify its applicability, assumptions and limitations in the country (countries), region or organisations.

*Applied Master's thesis* (Table 1.8) presents an analysis of the identified practical problem and proposes possible solutions based on the latest scientific knowledge and applied research.

When writing both scientific and applied Master's theses, the latest scientific literature related to the research object (recommended to be no older than 10 years), relevant legislation, statistical and other data are used. A Master's thesis must analyse at least 30 references of scientific literature. At least half of the references of scientific literature used must be international scientific literature.

The length of Master's thesis must be 52–70 pages (excluding appendices). A Master's thesis that does not meet the formal requirements for the structure and length of the thesis and the requirements for the sufficiency of scientific literature cannot be defended at the Master Thesis Evaluation Commission.

The components and content requirements of the Master's thesis are presented in Tables 1.7. and 1.8.

**Table 1.7. A structure and requirements for the content of the scientific Master's thesis**

Structural parts	Content requirements
Title page	An example is provided in Appendix 3.
The composition of the Master's thesis Evaluation Commission approved by the Chancellor of Agriculture Academy	An example is provided in Appendix 3.
Declaration of authorship	The form for the Declaration of authorship can be found on the website of the Faculty of Bioeconomy Development of VMU AA in the information section for students ( <a href="https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/">https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/</a> ).
Content	An example is provided in Appendix 7.
Summary	This is a summary of the main points of the Master's thesis written in correct one of the working languages of the European Union and Lithuanian. The object, aim and objectives of the thesis, as well as the research methods, must correspond to the wording provided in the introduction. The summary is prepared in two languages (Appendix 6). When preparing the thesis in Lithuanian, the summary is prepared in Lithuanian (1–2 pages) and one of the working languages of the European Union (English, French or German) (1–2 pages). When preparing the work in English, the summary shall be prepared in English and Lithuanian.
Glossary of key terms	Its purpose is to provide the main concepts that the student uses when conducting research and preparing the work (the concepts may be those of other authors or formulated by the student themselves) (Appendix 12).
Introduction	The introduction justifies the relevance of the topic (originality, novelty, scientific and/or practical significance of the results), presents the scientific problem analysed in the work, defines the object, aim and objectives of the work, and research methods. The object of the work is a specific social or economic phenomenon, processes or sets of phenomena in organisations, regions, countries or the world. The formulated aim of the work must indicate the direction of the research and the desired result, while the objectives must indicate the sequence in which the set objective of the work will be pursued. The aim and objectives must be formulated using verbs in the infinitive form: to define, to evaluate, to determine, to compare, to prepare, to present, to check, to verify, to compile, to formulate, to create, etc. It is recommended to formulate no more than 3–5 objectives in the work. The research methods used to solve each objective and the information and communication technology (ICT) tools applied should be specified (see Section 2 for details). At the end of the introduction, indicate where and when the research results were presented and published, including the titles of the report and article.

**Continuation of Table 1.7.**

<b>Structural parts</b>	<b>Content requirements</b>
Section 1 – Theoretical part	The theoretical part analyses the theories, concepts and terms related to the scientific problem under investigation and examines the results of previous scientific research. This analysis requires scientific discussion, systematisation of research results, identification of contradictions in the works of different authors, and expression of the master's student's critical and reasoned opinion on the issues under consideration. After the theoretical analysis, a scientific problem is identified, which will be addressed in the Master's thesis.
Section 2 – Methodology Part	The methodology part prepares and justifies the empirical research methodology for solving the selected scientific problem. This part of the work may raise scientific hypotheses and/or defend statements, present the aim and objectives of the empirical research, describe the logical consistency of the research (a logical diagram of the empirical research may be presented), justify the research methods and the reasons for their selection, and describe the research instruments. The research assumptions and limitations are also formulated, the research undertaking is justified, and a description of the anticipated data sources, their collection, sufficiency and representativeness is provided.
Section 3 – Results Part	In this part, after conducting empirical research in accordance with the prepared methodology, the research results are analysed, their causality is revealed, explains their interaction and connection with the stated aim and objectives, as well as the scientific problem and/or hypothesis(es), and compares the results of the student's and scientists' research. An assessment of the suitability of the developed methodology (or model, if one was created) for solving the problem is also carried out, and the assumptions for its application in different conditions are analysed.
Conclusions and recommendations	The conclusions must be directly related to the aim of the work and the solution of the scientific problem, reflect the results of the solution of each objective set, and reveal the scientific and/or practical significance of the research carried out. If the work puts forward a hypothesis (or hypotheses) or statement (or statements), the conclusions must present research-based confirmation or rejection of these. Conclusions are numbered.
References	It has to be prepared in accordance with APA citation style. The requirements for citing references and compiling a list of references can be found in Section 2 of the methodological guidelines for written study assignments. Appendix 11 provides an example of a list of references.
Appendices	Appendices may be included in the work, depending on the type of the work. They should contain additional information that is important for understanding the work or substantiating the results but is too broad or detailed to be included in the main text. Copies of certificates of presentation at conferences and publications are mandatory. If there are several appendices, they are numbered.

**Table 1.8. A structure and requirements for the content of an applied Master's thesis**

<b>Structural parts</b>	<b>Content requirements</b>
Title page	An example is provided in Appendix 3.
The composition of the Master's thesis Evaluation Commission approved by the Chancellor of the Agriculture Academy	An example is provided in the continuation of Appendix 3.
Declaration of authorship	The form for the declaration of authorship can be found on the website of the Faculty of Bioeconomy Development of VMU AA in the information section for students ( <a href="https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/">https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/</a> ).
Content	An example is provided in Appendix 7.

**Continuation of Table 1.8.**

Structural parts	Content requirements
Summary	This is a summary of the main points of the Master's thesis written in correct one of the working languages of the European Union and Lithuanian. The object, aim and objectives of the thesis, as well as the research methods, must correspond to the wording provided in the introduction. The summary is prepared in two languages (Appendix 6). When preparing the thesis in Lithuanian, the summary shall be prepared in Lithuanian (1–2 pages) and one of the working languages of the European Union (English, French or German) (1–2 pages). When preparing the thesis in English, the summary shall be prepared in English and Lithuanian.
Glossary of key terms	Its purpose is to provide the main concepts used by the student in conducting research and preparing the work (the concepts may be those of other authors or formulated by the student) (Appendix 12).
Introduction	<p>The introduction justifies the relevance of the topic (originality, novelty, practical and/or scientific significance of the results), concisely and reasonably presents the practical problem, identifies the object of the work, the aim and objectives of the work, and the research methods.</p> <p>The object of the work is a specific social or economic phenomenon or process in an organisation (or organisations), region or country that is examined in the work.</p> <p>The aim of the work must indicate the direction of the research and the desired result, while the objectives must indicate the sequence of research steps that will be taken to achieve the aim of the work. The aim and objectives must be formulated using verbs in the infinitive form: to define, to evaluate, to determine, to compare, to propose, to prepare, to check, to verify, to compile, to create, etc. It is recommended that no more than 3–5 objectives be formulated in the work.</p> <p>The research methods used to solve each objective and the information and communication technology (ICT) tools applied should be specified (see Section 2 for details).</p> <p>At the end of the introduction, indicate where and when the research results were presented and published, including the titles of the report and article.</p>
Section 1 – Analytical part of the situation	This part analyses and reveals the practical problem, its essence, context and extent of expression in practice. The student must also emphasize their own view of the essence and expression of the practical problem, highlight and justify the need for theoretical solutions and empirical research. A summary of the section is provided. The assessment of the situation may be based on the analysis and synthesis of written and visual documents, content analysis, quantitative analysis of secondary data using statistical methods, the case method, and others.
Section 2 – Theoretical concepts and empirical research methodology	<p>This part of the Master's thesis consists of two parts: theoretical and empirical research methodology.</p> <p><b>The theoretical part</b> analyses concepts and terms, examines the results of previous scientific and applied research, factors determining the practical problem and influencing its solutions, and highlights possible solutions to the problem proposed by scientists. Based on the analysis of scientific literature, original or adapted theoretical solutions (e.g., a model) are proposed to solve the problem under consideration. This analysis requires scientific discussion, systematisation of research results, identification of contradictions in the works of different authors, and expression of the master's student's critical and reasoned opinion on the issues under consideration. A summary of the section is provided. It is recommended to refer to scientific articles, monographs, scientific studies, conference materials or other scientific literature related to the object under consideration.</p>



**Continuation of Table 1.8.**

Structural parts	Content requirements
	Based on an analysis of scientific and social research methodology literature, <b>an empirical research methodology</b> is developed and justified for a more in-depth examination of the practical problem, identification of factors and justification of solutions. The empirical research methodology presents the aim of the empirical research (objectives may be formulated), describes the logical consistency of the research (a logical research scheme may be presented), justifies the research methods and the reasons for their selection, and details the research instruments. It also presents the research sample, justifies the sufficiency and representativeness of the research data (e.g., respondents, informants, documents, cases, etc.), and describes the ethics and limitations of the research. The complete research instrument, e.g. questionnaire, interview questionnaire, observation protocol, etc., is presented in the appendices.
Section 3 – Results and project part	This part describes, interprets and evaluates the results of the empirical research. Based on these results, proposals for solving the practical problem are formulated and justified, and their usefulness is assessed. It also defines the assumptions and limitations for the application of the solutions found in the country (countries), region or organisation (organisations).
Conclusions and recommendations	The conclusions reflect the results of each objective set and reveal the practical significance of the research carried out. Recommendations are provided to specific addressees where possible. The conclusions are numbered and presented throughout the work.
References	It has to be prepared in accordance with APA citation style. The requirements for citing references and compiling a list of references can be found in Section 2 of the methodological guidelines for written study assignments. Appendix 11 provides an example of a list of references.
Appendices	Appendices may be included in the work, depending on the type of the work. They should contain additional information that is important for understanding the work or substantiating the results but is too broad or detailed to be included in the main text. Copies of certificates of presentation at conferences and publications are mandatory. If there are several appendices, they are numbered.

If many abbreviations are used in the text, they may be listed after the glossary of key terms and titled "List of Key Abbreviations" (Appendix 12). If there are no abbreviations or only a few, a list of abbreviations is not required.

All parts of the Master's thesis must be interrelated. It is recommended to divide the main parts (sections) of thesis into smaller parts (subsections). The titles of the main parts (sections) and subsections of the Master's thesis must be specific, considering the object and context of the research and other important aspects. At the end of each section or subsection, a brief summary of the results of the section or subsection must be provided.

The final Master's thesis with all the required documents specified in The Description of Special Requirements and Procedures for the Preparation and Defence of Master's Theses at the Faculty of Bioeconomic Development of VMU AA (<https://zua.vdu.lt/en/faculties/faculty-of-bioeconomy-development/studies/information-for-students/>), must be uploaded to the specified location in the Moodle environment and to the VMU research management system's (CRIS) repository.

## 2. GENERAL REQUIREMENTS FOR THE PREPARATION OF WRITTEN STUDY ASSIGNMENTS

**Language of the text.** Written study assignments must be written in clear, correct Lithuanian or a foreign language (if the course is taught or the study programme is conducted in a foreign language), without errors, in a scientific style. The passive voice of the verb form should be used (e.g. established, researched, it can be stated, etc.). When writing, the general rules of spelling and punctuation must be followed. Abbreviations not provided for in spelling rules and standards should not be used in the written study assignments (if such a system of word shortening or concepts is used in the written study assignment, a list of abbreviations and special terms with explanations must be provided). Scanned and/or smart device-photographed tables, images, formulas, and scanned text from other sources of information may not be included in the written study assignments (except for appendices). The written study assignments may include images photographed by the student using smart devices if they are part of the research (i.e., the image is not information from another source); otherwise, copyright must be indicated.

**Page parameters.** The text is written on one side of an A4 (210x297 mm) vertical sheet in *Times New Roman* 12-point font with 1.5 line spacing. All pages of the written study assignment, except for the title page, are numbered. The title page is counted as the first page of the written study assignments (the number of the first page is not written on it). The page number is written in the centre of the bottom margin of the page, in Arabic numerals, without dots or dashes.

**Margins and paragraphs.** The text must be aligned on both sides (right and left margins), leaving the following margins: 30 mm on the left, 10 mm on the right, and 20 mm at the top and bottom. The first line of each paragraph should be indented 15 mm from the left margin.

**Parts of the written study assignment and their titles.** Each part of the written study assignments (contents, introduction, conclusions, bibliography, etc.) and sections should start on a new page. Sections are divided into subsections. Each section and subsection title must be followed by at least a few lines of text, and sections and subsections must also end with text. Sections and subsections cannot begin or end with a table or figure.

The titles of the parts (sections) and subsections of the written study assignments are written in the middle of the page. The titles of sections and subsections (except for other parts of the written study assignment, i.e., the introduction, conclusions, and references) must be numbered consecutively with Arabic numerals (with a full stop after each number). The titles of the parts and sections of the written study assignments are written with 1.5 line spacing, separated from the text by 12 pt line spacing after titles. Subsection titles should be written with 1.5 line spacing and separated from the text by 6 pt line spacing before and after the title. The titles of parts and sections of the written study

assignments are written in 16-point bold capital letters. The titles of the subsections are written in lowercase letters (except for the first letter of the heading) in 14-point bold font.

**Glossary.** When compiling a glossary, it should be arranged in alphabetical order, with the concept (terminology) highlighted and accompanied by a clear and concise definition. If the key terms are taken from another source, the author and year must be indicated in parentheses. If a student has translated text from Lithuanian or another language, the original term should be written in parentheses after the translation, without quotation marks or italics.

For example:

**Shareholders (akcininkai)** – natural or legal persons who have acquired shares in a company and have rights and obligations in the company (Lietuvos Respublikos akcinių bendrovių įstatymas, 2000).

The key terms should be clear, relevant to the topic of the written study assignment, and adapted to the context, avoiding overly general or unnecessary terminology. An example of a glossary of key terms is provided in Appendix 12.

**Tables.** All tables must be clear, have titles, and be numbered with Arabic numerals. Tables are numbered consecutively throughout the written study assignment or by individual sections (the first number indicates the number of the section in which the table appears, and the last number indicates the number of the table in the section).

The table number and title are written above the table in 12-point bold font, centred on the page. Table column headings and subheadings are written with the first letter capitalized and in bold font. The text in tables is written in a 10-point font with single line spacing. In the first column of the table, the text is aligned to the left edge of the column. The text in the other columns of the table may be centred, aligned to the left, or aligned to both edges if this improves readability. Examples of tables are provided in Appendix 8.

If the numbers in the table have the same units of measurement, these are indicated in the table heading without a comma. If the units of measurement are different, they are indicated next to each indicator without a comma. When presenting the number of people, livestock, or inventory, the units of measurement are not written. The tables should not contain columns for units of measurement and serial numbers. In the columns, units are written under units, decimals under decimals, and so on. After the decimal point, the same number of digits is written (depending on the detail of the information provided). All cells in the table must be filled in. A dash is entered where no phenomenon is available, “x” – where parameters are not calculated, “0” – where the calculated value is very low, “...” – where no data has been obtained. If the name of the indicator is written in several lines, the numbers are centred.

Tables must be on the page where they are analysed, or they may be on the next page (when a larger table continues the next page). Before analysing the data presented in the table, there must be a reference to the table, e.g. (Table 1). Tables should be arranged so that they can be read without turning the paper or turning it clockwise. If the table does not fit on one page, the table number is indicated on the new page, and "table continued" is written. The column headings given at the beginning of the table are carried over to the continuation of the table. Tables larger than A4 format are presented in appendices on sheets no larger than A3 paper format.

When presenting a table published in another source, the source must be indicated in parentheses after the table title. When a table is presented identically to the original source, it is necessary to indicate the copyright (e.g., public domain, copyright) in a note, attributing it to the relevant source. However, if the table has been modified – for example, if only some of the information from the original source has been used, or if new information has been added – it is possible to refer to the source without including the necessary copyright reference. This allows academic integrity to be maintained while ensuring that it is clear where the original data was taken from. When a table is compiled based on the material of other authors, it should be indicated at the end of the table title that it was compiled by the author according to the specified literature references. The table may be followed by explanations of the symbols used in the table or other explanations.

Three types of notes (general, specific, and probability) may be provided after the table to describe the content of the table that cannot be understood from the title of the table alone (e.g., definitions of abbreviations, copyright attribution, explanations of asterisks used to mark p-values). Include notes in tables only when necessary (see examples of tables in Appendix 8). When presenting a table from a specific source, the footnote must indicate *copyright* protection or *public domain*, for example:

- **Copyright.** When the source is protected by copyright, the copyright holder's information (e.g., author's name, title of the work, year of publication, and publisher; or other information about the source) should be provided below the table. Example: **Note.** Table from *CO<sub>2</sub> Applications in Industry*, by Smith and Jones, 2021. Copyright 2021 by Industrial Research Institute.

- **Public domain.** When the source is in the public domain and is not protected by copyright, it is indicated that the work is publicly available. In this case, copyright information does not need to be provided. Example: **Note.** Table from *CO<sub>2</sub> use in various fields*, 1920, public domain. Retrieved from <https://example.com/co2-usage>.

When describing the data in the table in the text, avoid simply rewriting it. Instead, it is important to perform an in-depth analysis, interpret the data, and highlight its significance. This may include discussing trends, establishing relationships between variables, or interpreting the results in a broader context. Examples of tables are provided in Appendix 8.

**Figures.** Diagrams, photographs, charts, and other illustrations in a written study assignment are called figures. Figures are presented in the same way as tables. Figures must have titles and be numbered consecutively with Arabic numerals. Figures are numbered consecutively throughout the written study assignment or by separate sections (the first number indicates the number of the section in which the figure appears, and the last number indicates the number of the figure in the section). The method of numbering tables and figures in the same written study assignment must be consistent. The figure number and title are written below the figure in 12-point bold font, centred. Words, numbers, and symbols in the figure are written in 10-point font.

If the numbers in the figure have the same units of measurement, these are indicated in the figure caption without a comma. When the units of measurement are different, they are indicated next to each indicator and must be mentioned in the figure caption. When presenting the number of people, livestock, or inventory, the units of measurement are not written. The same number of digits is written after the decimal point.

If the figures are complex and show more than one characteristic, conventional symbols and explanations must be provided. Figures are presented after the paragraph in which they are first mentioned and in such a way that they can be read without turning the written study assignment or, if they do not fit, by turning the page clockwise. Figures larger than A4 format are presented in the appendices on a sheet no larger than A3 paper format. Before analysing an illustration, there must be a reference to it, e.g., (Fig. 1).

When presenting a figure published in another source, the source must be indicated in parentheses after the figure title. When a figure is presented identically to the original source, copyright must be indicated in a note, attributing it to the relevant source. However, if the figure has been modified – for example, if only some of the information from the original source has been used, or if new information has been added – it is possible to refer to the source without including the necessary copyright reference. This allows academic integrity to be maintained while ensuring that it is clear where the original data was taken from. When a figure is created based on the material of other authors, it is indicated at the end of the figure title that it was created by the author according to the specified literature references.

Three types of notes (general, specific, and probability) may be provided below the figure to describe the content of the figure that cannot be understood from the title, image and/or legend alone (e.g., definitions of abbreviations, copyright attribution, explanations of asterisks used to mark *p* values). Include comments on figures only when necessary (see Appendix 9 for examples of figures). When presenting a figure from a specific source, the caption must indicate *copyright* protection or *public domain*, for example:

- **Copyright.** When the source is protected by copyright, the copyright holder's information (e.g., author's name, title of the work, year of publication and publisher; or other information about the source) should be indicated below the figure. Example: **Note.** Process diagram from *Basic Business Management Procedures*, by J. Doe, 2020. Copyright 2020 by Business Management Publishing.

- **Public domain.** When the source is in the public domain and is not protected by copyright, indicate that the work is publicly available. In this case, copyright information does not need to be provided. Example: **Note.** Process diagram from *Contemporary Industrial Processes*, 2024, public domain. Retrieved from <https://example.com/industrial-processes>.

When describing figures (e.g., diagrams, graphs, etc.) in the text, it is important to avoid simply rewriting them. Instead, you should analyse and interpret the data and information presented, highlighting the most important trends, relationships, or significant changes. The description should provide context that helps the reader better understand why the results presented are significant and how they relate to the overall topic or research questions. Examples of figures are provided in Appendix 9.

**Physical quantities.** Physical quantities are expressed in units of the International System of Units (SI). The units of physical quantities and their symbols are given in accordance with ISO standards (Appendix 13). Values with units of measurement should be written in numerals (e.g., 300 EUR), values without units of measurement should be written in words (e.g., five times). When several values share the same unit of measurement, the unit is indicated only after the last value (e.g., in 2009, the average weight of pigs was 110, cattle 450, and sheep 50 kg). For values greater than one thousand, it is recommended to use a combination of numerals and words (e.g., 5 thousand, 1 million). Decimal numbers should be written with a decimal point (e.g., 0.256).

**Equations.** Equations are written using *MS Word Equation Editor* or similar equation writing tools. Equations are centred in the text. Their symbols and numerical coefficients must be explained below the equation in the order in which they appear in the equation. The explanation begins with the word “where” written in lowercase letters on a new line without indentation and without a punctuation mark after it. Generally recognised equation symbols or standardised symbols may be used. An equation symbol may only have one meaning, and it may not be given a new meaning in another place in the written study assignment. If there is more than one equation in the text, they must be numbered. An equation number is written in parentheses at the end of the equation line. When presenting an equation published in another source, the source must be indicated in the text.

Example of an equation presentation:

$$\bar{d} = \frac{\sum_{i=1}^n L_i d_i}{\sum_{i=1}^n L_i}, \quad (1)$$

where  $\bar{d}$  – an average yield of the appropriate group of crops (grain crops or their cereals, or leguminous plant grain, or vegetable);

$L_i$  – crop area (ha) of the appropriate group of crops (grain crops or their cereals, or leguminous plant grain, or vegetable);

$d_i$  – 100 kg/ha yield of the appropriate group of crops (grain crops or their cereals, or leguminous plant grain, or vegetable);

$i = 1, 2, \dots, n$  – the crops of the appropriate productive group.

**Appendices.** Appendices contain additional information (tables, figures, organisational documents, blank questionnaire forms, blank interview forms, etc.). Appendices are presented after the references. Appendices are arranged in the order in which they are discussed in the written study assignment. Each appendix begins on a new page. All pages of the appendices must be numbered as a continuation of the written study assignment. Each appendix must have a serial number. The word “appendix” and the appendix number are written in the upper right corner of the page (e.g., Appendix 2). The title of the appendix is centred and written in lowercase letters (except for the first letter of the title). The text of the written study assignment must contain references to the appendices, e.g., (Appendix 1).

When presenting information in appendices, if the appendix contains only one table or figure, it is sufficient to indicate the title – numbering is not required. If there are several tables or figures in the same appendix, they are numbered separately in each appendix. When referring to information in an appendix in the text, the specific appendix and element are indicated, e.g., Table 3 in Appendix 8.

**When writing the written study assignments, it is recommended to:**

- when describing the same phenomenon, do not use synonyms or international words and terms if there are Lithuanian equivalents (or equivalents in the language in which the written study assignments are written);
- do not abbreviate the names of physical units when they are written without values (except in tables and formulas);
- do not use abbreviations that are not provided for in spelling rules and standards (if such a system of word shortening or concepts is used in the written study assignments, a list of abbreviations and special definitions with explanations must be compiled);
- do not use minus (–) or plus (+) signs in the text; instead of these signs, write the word "minus" or "plus" in the text;

- do not use the following mathematical symbols without numbers in the text:  $\leq$  (less than or equal to),  $\geq$  (greater than or equal to),  $\neq$  (not equal to), as well as %;
- do not use standard indices (LST, ISO) without their registration number;
- do not write the name of the unit of measurement (e.g., it should be 5 ha of clover, not 5 ha of clover area);
- use the passive voice of the verb form in the neuter gender in written works (e.g., *summarising it was established; after analysing the results of the research, it can be stated, etc.*);
- the results of the research can be presented in the form of tables or figures. There is no need to duplicate the forms of data presentation, i.e., the present research data should be presented either in a table or in a figure.

**Use of information and communication technology (ICT) software in written study assignments.** Students must properly cite all ICT tools used, including software (e.g., *Deepl*, *Grammarly*) and generative artificial intelligence (GAI) tools (e.g., *ChatGPT*, *Microsoft Copilot*).

It is recommended to mention the ICT tools used in the written study assignments in the introduction, also indicating how they were used, e.g., for brainstorming, language editing, data processing, etc. For example:

*The statistical data required for this study paper were collected from the Eurostat database and processed using Microsoft Copilot software. After systematising the statistical data, a linear regression model was created using MS SPSS software. The Grammarly tool was used for text editing.*

When AI-assisted tools (e.g., *Deepl*, *Grammarly*) are used only for translating the summary, the information is provided in the footnote of the summary page, i.e., without mentioning it in the introduction (Appendix 6).

When presenting elements of the written study assignments, such as figures or tables, it is necessary to indicate if they were created using ICT. If AI or GAI tools were used, it is necessary to provide the full queries in the appendices to ensure transparency and reliability. This will help to clearly indicate how AI or GAI contributed to the process of completing the written study assignments. An example is provided in Appendix 10.

**Citation of references in the text and compilation of a list of references.** In written study assignments, every document or source of information used to obtain data or prepare the written study work must be mentioned in the text.

The bibliography, compiled in accordance with the APA citation style, must be presented on a new page with the title “References” in bold and centred (Appendix 11). The list is compiled in alphabetical order by author's surname, and if there is no author, by source title. If the title of a source without an author begins with an article (a, an, the, der, etc.), the source is listed in the references according to the second word of the title. The entire list should be set to 1.5 line spacing. It is important



to ensure that all references cited in the text are included in the references and vice versa. Exceptions apply to personal communication (e.g., emails, interviews), which is only indicated in the text. DOI and URL addresses can be presented in blue and underlined or as plain text without underlining.

**Citations in the text and the references must be formatted according to the American Psychological Association (APA) style.**

**Bibliographic references in the text** ([according to VMU library recommendations](#) and [APA recommendations](#))

References to the cited document in the text are given in parentheses, indicating the author's surname and the year of publication of the document, separated by a comma, e.g. (Šinkūnienė, 2012). If the author is mentioned in the sentence, only the year of publication is indicated in parentheses after the author's surname, e.g., “According to Majauskienė (2000), this is a very important achievement.”.

If a specific source location is cited or an exact quotation is provided, the page number (paragraph or line number) of the source must also be indicated in the reference, e.g., (Cechavičius, 2008, p. 332).

If there are **two authors** in the cited document, both surnames must be indicated in parentheses, separated by the conjunction “and”, e.g., (Šinkūnienė and Majauskienė, 2014), (Nourzhanov and Bleur, 2013).

If there are **more than two authors** in the document, it is sufficient to indicate the surname of the first author and “et al.”, e.g., (Šinkūnienė et al., 2013), (Edwards et al., 2020).

If the document was created by a **collective author** (institution, association, etc.), the full name of the collective is written in the reference when cited for the first time, and an abbreviated version of the collective's name is given in square parentheses. In subsequent references, it is sufficient to provide the abbreviated name of the collective, e.g., (Vytautas Magnus University [VDU], 1999), (Organisation for Economic Co-operation and Development [OECD, 2000] [*reference given for the first time*]; (VDU, 1999), (OECD, 2000) [*reference provided for the second time and later*].

If **no author is indicated** in the document, the first words of the title of the work are written in parentheses. If the reference includes the title of a book or journal, it should be written in italics, e.g., (*A history of Greece*, 1994), (*Galiojančios dvigubo apmokestinimo išvengimo sutartys*, 2025). If a part of a book or an article is cited, their titles are written in quotation marks, e.g., (“Preface”, 2014).

**Court cases, legal acts, and laws** are referenced in the same way as works without an author. When referencing court cases, the name of the case is written in italics in parentheses, followed by the date of the decision, e.g., (*R. B. v. M. M.*, 2007). When referring to legal acts or laws, the name of the legal act or law and the date of its adoption are written in parentheses, e.g., (Lietuvos

Respublikos Konstitucija, 1992), (Lietuvos Respublikos akcinių bendrovių įstatymas, 2000). Accordingly, when a legal act or law has been updated, the date of adoption of the legal act or law is given in the reference in the text, but the date of the current version read is given in the references, e.g.:

Lietuvos Respublikos akcinių bendrovių įstatymas. 13 July 2000. No. VIII-1835. Valstybės žinios, 31 July 2000, No. 64-1914. Consolidated version from 1 September 2024 to 30 June 2025. <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.106080/asr>

Regulation (EU) 2023/1115 of the European Parliament and of the Council of 31 May 2023 on the making available on the Union market and the export from the Union of certain commodities and products associated with deforestation and forest degradation and repealing Regulation. Current consolidated version: 26/12/2024. <http://data.europa.eu/eli/reg/2023/1115/2024-12-26>

If **works by different authors with the same surname** are cited, the authors' initials must also be indicated in the references, e.g., (P. Babickas, 1989); (A. Babickas, 1995).

If several **different reference sources** need to be indicated in one reference, the data of these references are separated by a semicolon in parentheses. The references are listed in alphabetical order according to the authors' surnames (Mačiulis, 1984; Smith, 2014; Venclova, 2005), and if the references do not have authors, they are listed by title, e.g., (A history of Greece, 1994; “Pratarmė”, 2014).

If **several works by the same author published in different years** are cited, the author's surname is written in the reference, and the years are listed in ascending order, e.g., (Antanaitis, 1991, 1999, 2003). If **different works by the same author published in the same year** are cited, the letters a, b, c, etc. are added to the year, e.g., (Teresevičienė, 2007a; Teresevičienė, 2007b). These letters must be added to the year of publication and the list of references at the end of the work, e.g.

Teresevičienė, M. (2007a). External factors hindering adult learning. *Pedagogy: Scientific Works*, 87, 141–148.

Teresevičienė, M. (2007b). Theoretical and empirical justification of the university study accreditation model. *Aukštojo Mokslo Kokybė = The Quality of Higher Education*, 4, 118–119.

If the information is **paraphrased**, i.e., when a secondary source of information is cited rather than the original source, the reference should first provide the details of the original source, followed by the abbreviation “cited” and then the details of the secondary source, e.g. (Antanaitis, 2012, cited Petraitis, 2018); “According to Kreisberg (1992, cited Jucevičienė, 2013), empowerment means the ability to influence someone.”. Only the secondary source of information that was cited in the work should be included in the list of references.

**List of references** ([according to VMU library recommendations](#) and [APA recommendations](#))

### Author(s)

The bibliographic description begins with the author's surname, followed by a comma and then the initial of the first name.

Mažeikis, G. (2013). *Beliefs: Metamorphoses of Consciousness*. Kaunas: Kitos knygos.

If there are **between 2 and 19 authors** in the source, all surnames are listed, separated by commas, and the conjunction “and” or “&” is written before the last surname.

Park, K. and Daston, L. J. (1981). Unnatural conceptions: The study of monsters in sixteenth- and seventeenth-century France and England. *Past & Present*, 92, 20–54.

Gustainienė, L., Pranckevičienė, A., Bukšnytė-Marmienė, L., and Genevičiūtė-Janonienė, G. (2014). Employee well-being and a positive work environment: An integrated theoretical model. *Organisational Management: Systemic Research*, 69, 37–52.

Šneiderienė, A., Zonienė, A., & Nutautienė, R. (2020). Namų ūkių finansinių įpročių tyrimas covid-19 karantino laikotarpiu. *Regional Formation & Development Studies*, 31(2), 183–196.

If there are **more than 19 authors** in the source, list all 19 authors' names, followed by “et al.”, e.g.:

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., Reynolds, R., et al. (1996). The NCEP/NCAR 40-Year Reanalysis Project. *Bulletin of the American Meteorological Society*, 77(3), 437–472.

If the source cited is **an edited or compiled book**, the names of the editors/compilers are written instead of the authors. They are followed by a full stop and the abbreviation “ed.” or “comp.” in parentheses, e.g.:

Kazlauskaitė, L. (ed.). (2005). *Great Lithuanian Travellers by Bicycle: Conference dedicated to the 25th anniversary of the Šiauliai Bicycle Museum, 20 October 2005: abstracts of presentations*. Šiauliai: Šiaulių “Aušros” muziejus.

Survutaitė, D. (comp.). *Jonas Dautaras. Pašaukimas – edukologija*. Vilnius: Edukologija.

Holvoet, A. ir Mikulskas, R. (ed.). (2006). *Daiktavardinio junginio tyrimai*. Vilnius: Institute of the Lithuanian Language.

Bumblauskas, A., Liekis, Š. ir Potašenko, G. (comp.). (2008). *Lietuvos Didžiosios Kunigaikštijos tradicija ir paveldo „dalybos“*. Vilnius: Vilnius University Press.

### Date of publication

The date of publication of the source is given in parentheses after the authors' names.

Azaryahu, M. (1997). German reunification and the politics of street names: The case of East Berlin. *Political Geography*, 16(6), 479–493. doi:10.1016/S0962-6298(96)00053-4.

### Title

If the source of the information is a **book**, then after the publication date in parentheses, a full stop is placed, and the title of the book is written *in italics*, e.g.:

Daukantienė, V. (2013). *Siuvinių gamybos technologija* (2-oji patais. ir papild. laida). Kaunas: Technologija.

If the source of information is **an article in a journal**, then after the publication date in parentheses, a full stop is placed and the title of the article is written, followed by a full stop and the title of the journal *in italics*, e.g.:

Aleksandravičius, E. (2006). Post-Communist transition: The case of two Lithuanian capital cities. *Revue Internationale de Sociologie*, 16(2), 347–360.

If the source is **part of a book** (chapter or article), a full stop is placed after the title of the part. Write “In”, indicate the editors of the book (if any), write the title of the book *in italics*, and then indicate the page range of the part of the book in parentheses, e.g.:

Frake, C. O. (1997). Struck by speech: The Yakan concept of litigation. In L. Nader (Ed.), *Law in culture and society* (pp. 147–167). Berkeley: University of California Press.

Dubonis, A. (2013). Kas buvo aukštaičiai Lietuvoje XIII–XV amžiais? In *Ministri historiae: Pagalbiniai istorijos mokslai Lietuvos Didžiosios Kunigaikštystės tyrimuose* (p. 93–107). Vilnius: Lithuanian Institute of History.

Capital letters in the titles of books, journals, and articles are written according to the spelling rules of the language of the source being cited, e.g.:

Cicėnienė, R. (2015). Rankraštinė knyga Lietuvos Didžiojoje Kunigaikštystėje XIV a. pradžioje – XVI a. viduryje: sklaidos ir funkcionavimo sąlygos. *Knygotyra*, 53, 7–37.

Paknys, M. (2006). Kitokia Vilniaus istorija. *Knygų aidai*, 1, 20–22.

Harrison, M. (2013). Accounting for secrets. *Journal of Economic History*, 73(4), 1017–1049.

Kasekamp, A. (2010). *A history of the Baltic states*. Houndmills, Basingstoke: Palgrave Macmillan.

### **Information about the edition, journal numbering, pagination**

If the source is **a book**, a full stop and a space are placed after the book title. This is followed by the place of publication, a colon and the publisher, e.g.:

Mažeikis, G. (2013). *Isitikinimai: Sąmoningumo metamorfozės*. Kaunas: Kitos knygos.

If the source is **not the first edition of the book**, the abbreviated publication details are given in parentheses after the book title, e.g.:

Daukantienė, V. (2013). *Siuvinių gamybos technologija* (2nd revised and expanded edition). Kaunas: Technologija.

Tracy, S. J. (2020). *Qualitative research methods: collecting evidence, crafting analysis, communicating impact* (2nd ed.). Hoboken (N.J.): Wiley-Blackwell.

If the source is **an article** in a journal, a comma is written after the journal title and the volume number is written *in italics* without using any abbreviations (vol., t. d., nr., issue, etc.). If the journal has double numbering, the issue number is written in parentheses after the volume number, and only the volume number is italicised, e.g.:

Orgeret, K. S. (2010). The road to renaming -what's in a name? The changing of Durban's street names and its coverage in The Mercury. *Journal of African Media Studies*, 2(3), 297–320. doi:10.1386/jams.2.3.297\_1

After the journal numbering, the page range is given without indicating the page abbreviation (p.), e.g.:

Janeliauskas, A. (2012). A microwave sensor for evaluation of plastic wall thickness. *Elektronika ir Elektrotechnika*, 7, 69–74.

**If the journal article has a DOI number**, it is recommended to include it at the end of the bibliographic description, without any punctuation marks, e.g.:

Azaryahu, M. (1997). German reunification and the politics of street names: The case of East Berlin. *Political Geography*, 16(6), 479–493. doi:10.1016/S0962-6298(96)00053-4

### **Electronic resources**

According to the recommendations of the 7th edition of APA, **electronic books**, **electronic articles**, and **parts of books** are described in the same way as printed books and articles. **The DOI number** or **interactive link** is provided at the end of the bibliographic description of electronic resources. Preference is given to the DOI number. The date of viewing the source of the database where the electronic resource was found does not need to be indicated. E.g.:

Abromavičius, E. ir Pilelienė, L. (2014). Produktų demonstravimo vaizdo žaidime veiksmingumo vertinimas. *Organizacijų Vadyba: Sisteminiai Tyrimai*, 70, 7–21. doi:10.7220/MOSR.1392.1142.2014.70.1

If the electronic resource **does not have a DOI number**, an interactive link to the journal's website or database is provided at the end of the bibliographic description. E.g.:

Mažeikienė, N. (2014). Narracyjna analiza biografii jako narzędzie upełnomocniania (empowerment). In A. Gulczyńska, & M. Granosik (Eds.), *Empowerment w pracy socjalnej: Praktyka i badania partycypacyjne* (pp. 57–66). Warszawa: Centrum Rozwoju Zasobów Ludzkich. <http://www.nowatorskiemetodypracysocjalnej-szkolenie.gov.pl>

Thomas, D. A., & Groysberg, B. (2010). *Sonoco products company (A): Building a world-class HR organization (abridged)*. Boston (Mass.): Harvard Business School. <http://knygos.vdu.lt/full/PROMOK/410082PDFENG.pdf>

Galiojančios dvigubo apmokestinimo išvengimo sutartys. (2025). Valstybinė mokesčių inspekcija. <https://www.vmi.lt/evmi/tarptautines-dvigubo-apmokestinimo-isvengimo-sutartys>

If the source is **a website, web page or online document**, its bibliographic description must include the following elements: author, title of the document (web page), date of creation and interactive link. If there is no author, the bibliographic description begins with the title of the document. If the date of creation of the document is unknown, write “n.d.” in parentheses after the title of the document. At the end of the description, provide an interactive link, e.g.:

Hand, B. (n.d.). All about artificial sweeteners: The lowdown on zero-calorie sugar substitutes. <http://www.sparkpeople.com>

Vytautas Magnus University Library. (2014). How to cite. <https://biblioteka.vdu.lt/en/research/how-to-cite/>

If **the information is paraphrased**, i.e. when a secondary source of information is cited rather than the original source, only the secondary source of information that was cited in the work should be included in the list of references, e.g. “The perceived effectiveness of leadership by subordinates was determined using the questionnaire by Mott (1971, cited Chauhan, Dhar and Pathak, 2005).”

Chauhan, V. S., Dhar, U. ir Pathak, R. D. (2005). Factorial constitution of managerial effectiveness: Re-examining an instrument in Indian context. *Journal of Managerial Psychology*, 20 (2), 164–177.

### **How to cite information references in non-Latin characters**

Terms used:

**Devanagari** – one of the most commonly used Indian syllable writing systems, dating back to the 7th - 8th centuries. Used in Sanskrit, Hindi, Marathi, Sindhi, Bihar, Billi, Konkani, Bojpuri, Nepali. Writing from left to right.

**Hangul** – in Korea, a phonographic–digital alphabet is used to write in Korean.

**Cyrillic (Kirilica)** – an alphabetical writing system developed in the late 9th century in Bulgaria on the basis of Greek writing. Cyrillic is used in about 50 languages around the world, mainly in Russia and Central Asia.

**Latin characters** – letter characters that the Romans began to use in about 7th century BC. Most alphabets of Western and Central European languages are based on Latin characters. It is the most widely used alphabetical system in the world. The standard Latin alphabet uses 26 characters.

**Writing system** – speech marking with certain signs – characters that allow for preserving, conveying, and disseminating linguistic information. According to the method of conveying speech by signs, the following writing systems are most often distinguished: pictographic writing, ideographic writing, and phonographic writing.

**Transcription** – rewriting of the proper names of languages using non-Latin characters in Latin-based characters according to the approximate pronunciation, e.g., Greek Πανδώρα – Lithuanian *Pandora*, Russian *Ольга* – Lithuanian *Olga*.

**Transliteration** – rewriting words, sentences, or larger texts written by one system of characters literally in the characters of another system, e.g., Russian *Ольга* – *Ol'ga*.

References to information in non-Latin characters can be quoted in several ways:

- 1) **maintaining the original spelling** of the source in accordance with the appropriate writing system;
- 2) **transliterating**/transcribing into Latin characters.

The authors of the works can choose one of the listed options, taking into account the needs of readers, the available technical capabilities, the established local tradition of academic writing, or the requirements of publishers.

[According to APA recommendations](#), students who cite references with non-Latin characters in their written study assignment must transliterate them into the Latin alphabet and provide a translation. Transliteration maintains academic accuracy and ensures that references are properly organised alphabetically. Translation helps readers understand the meaning of the name. If the written study assignment is written in Lithuanian, the translation should be in Lithuanian, and if it is written in English, the translation should be in English. For example:

**When the written study assignment is written in Lithuanian:** Makarovych, V. K. (2024). *Krytychnyi analiz chynnoi modeli finansovoho obliku innovatsiinoho kapitalu ta shliakhy yii rozvytku* [Kritinė esamos inovacinio kapitalo finansinės apskaitos modelio analizė ir jos plėtros kryptys]. *Ekonomika, upravlinnia ta administruvannia*, 1(107), 111–119.

**When the written study assignment is written in English:** Makarovych, V. K. (2024). *Krytychnyi analiz chynnoi modeli finansovoho obliku innovatsiinoho kapitalu ta shliakhy yii rozvytku* [Critical analysis of the current financial accounting model of innovation capital and its development paths]. *Ekonomika, upravlinnia ta administruvannia*, 1(107), 111–119.

### **Transliteration of references in non-Latin characters**

International academic publishers often use the practice of transliterating references in non-Latin characters. Most often, such references are transliterated by converting each symbol, letter by

letter. This helps to ensure unambiguity and allows for correct re-transliteration into the original writing system. The grapheme obtained during transliteration may not always correspond to the phonetic conventions of the converted alphabet, i.e., it may not correspond to the usual pronunciation. On the other hand, a reader who knows the converted language can unambiguously reconstruct the original grapheme in their mind and thus pronounce it.

During transliteration, each letter is converted into another letter according to the corresponding language conversion tables.

### **Transliteration of Cyrillic characters references**

The Cyrillic script is transliterated according to the ISO-9 standard.

Tools for automatically converting Cyrillic texts into Latin characters:

Conversion from **Russian**:

[https://www.lexilogos.com/keyboard/russian\\_conversion.htm](https://www.lexilogos.com/keyboard/russian_conversion.htm)

Conversion from **Belarusian**:

[https://www.lexilogos.com/keyboard/byelorussian\\_conversion.htm](https://www.lexilogos.com/keyboard/byelorussian_conversion.htm)

Conversion from **Ukrainian**:

[https://www.lexilogos.com/keyboard/ukrainian\\_conversion.htm](https://www.lexilogos.com/keyboard/ukrainian_conversion.htm)

Prepared according to:

Information and documents. Transliteration of Cyrillic characters into Latin characters. Slavic and non-Slavic languages (tpt ISO 9:1995). <https://hdl.handle.net/20.500.12259/183862>

***Research ethics and plagiarism prevention.*** Members of the academic community (students, lecturers, researchers, etc.) must adhere to the moral norms of society and the principles of academic ethics, which are often defined in codes of academic ethics. The core values of academic activity are honesty, objectivity, transparency of activities and results, respect, socially responsible behaviour, legitimacy of research, and protection of animals and nature. Researchers, lecturers and students must comply with international and national copyright and other laws. Violations of academic ethics (e.g., cheating, plagiarism, data falsification, etc.) are commonly referred to as academic dishonesty, are investigated, and, if proven, are subject to various penalties or other administrative measures.

Compliance with academic ethics is relevant in all processes of study, research and writing of academic papers. The basic principles of ethical conduct for University staff and students are published [in the VMU Code of Ethics](#). When discussing the completion of a written study assignment, it is important to adhere to academic ethics when conducting research and writing the theoretical part, i.e., when using scientific literature and following [the VMU regulations on the prevention of plagiarism in the preparation of student-written works](#).



One of the most important principles of academic ethics is to use other authors' works in accordance with copyright law, i.e., to cite, paraphrase and provide references to other authors' works. References in the text and bibliographies are compiled for scientific, practical and legal purposes. The references of information used show how familiar the author is with the topic under discussion, whether they use appropriate sources of information, whether they can justify the ideas analysed in the work, the research methods chosen, etc. They also help to find the references used in the work, verify the facts presented, or delve deeper into the cited literature.

**If references are used improperly in the written study assignment or the written study assignment is not written independently, it may be considered plagiarism and result in severe penalties, ranging from a warning to expulsion from the University or revocation of the qualification and degree obtained.** Plagiarism is an academic offence. Before defending their written study assignment, University graduates sign a declaration stating that the written study assignment is original and authentic, i.e., that it is not plagiarised. Students who have prepared any written study assignment for their studies must indicate the date of preparation and submit a signed author's declaration. Submitting text generated by GAI as your own (i.e., when it is not indicated how GAI was used in the written study assignment; no queries are provided in the appendices) is considered plagiarism. The faculty uses special software to detect plagiarised text.

Plagiarism is not only the presentation of someone else's work or parts thereof as one's own, but also incorrectly cited text. Ignorance or forgetfulness in the proper use of references does not exempt one from responsibility. The same penalties apply to intentional and unintentional plagiarism. The following may be considered plagiarism:

- presenting another person's work (purchased, downloaded from the Internet, copied, etc.) or parts thereof as one's own;
- presenting or paraphrasing someone else's ideas, opinions, or theories as your own;
- presenting copied texts from other people's works in your own work without references to the sources;
- presenting copied texts from other people's works in one's own work with references to sources, but without quotation marks, giving the impression that the work has been paraphrased by the author;
- presenting less of the quoted text (in quotation marks) than the copied text from other people's work, giving the impression that part of the work has been paraphrased by the author;
- changes made to the copied text from other people's work in your own work (word inversion, changed grammatical structure, changes to words or sentences, abbreviations, etc.), giving the impression that the work has been paraphrased by the author;

- presentation of paraphrased or summarised information from other authors' works without references to sources;

- literal translation of texts from other languages;
- quoting data or information from secondary sources, indicating the original source;
- presentation of unpublished information;
- presentation of inappropriate, incorrect or falsified references to sources;
- failure to provide references.

It is important to write a written study assignment independently, use references appropriately, and be able to quote and paraphrase information.

The text of the written study assignment must:

- provide references to all sources used and include them all in the list of references;
- provide references not only when using the text of the source, but also when using images, tables, and formulas;

- write the source text verbatim in quotation marks and provide a reference to the source next to it;

- quote (in quotation marks) text no longer than a paragraph in length;
- source text that is not written in quotation marks should be summarised, shortened, systematised, compared with the works of other authors and a reference to the source should be provided;

- use a variety of sources, analyse them objectively, and do not simply repeat the information provided.

By following these recommendations and conducting independent research and literature analysis, you can write a proper written study assignment, achieve positive study results, and demonstrate and apply your professional and scientific competence.

### 3. REQUIREMENTS FOR THE PREPARATION OF PRESENTATIONS

A **presentation** (of a written study assignment, e.g. a research paper, term paper, professional internship report, reports of the scientific and applied research, Bachelor's or Master's thesis, etc.) is a presentation of the essential theoretical and/or practical research results, insights and conclusions of the work to the assessment committee and/or audience (using MS PowerPoint or similar presentation software) (Appendix 15).

Visual information used in the presentation must be substantiated and justified by scientific research, facts, and/or statistical data from Lithuanian and international literature. The length of the presentation depends on the time allocated for the presentation. The duration of the presentation of a Bachelor's thesis is 10 minutes, a Master's thesis – up to 15 minutes, a research paper, term paper, reports of the scientific and applied research or professional internship report – up to 7–10 minutes. It is recommended to use up to 15 slides during the presentation.

In order to prepare a systematic and comprehensive presentation, it is important to consider the following recommended steps (Table 3.1.) and follow the general requirements for preparing slides (Table 3.2.).

**Table 3.1. Components of presentation preparation**

Preparation stage	Desired objectives
Step 1. Aim	What do I want to achieve with this presentation? What would be the ideal result after the presentation? What emotional aim would I like to achieve (demonstrating my knowledge and abilities, presenting the results of my research, self-confidence, replacing initial scepticism with a neutral attitude, arousing curiosity to learn more)?
Step 2. Audience analysis	Who is the target audience (evaluating lecturer, evaluation committee, colleagues, etc.)? What are the needs of the audience? How well informed are they? What are their evaluation criteria?
Step 3. Main argument	How will I validate my main statements (main topic, research question, problem, etc.)? Why was it necessary to research this? When should I present my strongest argument: at the beginning or at the end? Does the audience value originality or conservative caution more?
Step 4. Structure	How many subtopics need to be covered? What logic (based on the objectives set, the structure of the written study assignments, etc.) will be used to group the points and subpoints? What will be presented in the introduction? How will the presentation end?
Step 5. Detailing of information	What theoretical insights, facts, statistical data, or examples will be used to support the statements? How much time will I spend on the introduction, individual subtopics, and ending (summaries, conclusions, proposals, etc.)?
Step 6. Visualisation	What illustrations would be appropriate? What would help to visualise the statements: quotations, illustrations (pictures, tables, photographs, etc.), factual data, questions for the audience, etc.? The text must be written, and it is recommended to create tables and pictures using the presentation functions available in MS PowerPoint (or other similar presentation software).
Step 7 Verbal and non-verbal language	Maintain eye contact with the audience. Speak slowly so that the audience can understand what you are saying. Try to remain calm, professional, and do not gesticulate too much with your hands. Do not read the text, but comment on it.

**Table 3.2. General requirements for preparing slides**

<b>Requirement or recommendation</b>	<b>Explanation</b>
No more than 8 lines	Do not overload the slide. It must be legible and easy to understand.
One idea per slide	Each slide should contain only one well-argued idea.
Slide title	The title should be written at the top, reflecting the main idea of the slide
Use 2/3 of the space on the slide to present information	Do not put too much text or visual information on the slide. Leave some empty space. It is recommended to leave at least 12 points of spacing between the points presented. The text on the slides should be aligned to the left margin, not both margins.
Schematically arranged information	Information is better understood and remembered when presented using visual aids. Vary your means of expression: words, diagrams, drawings, numbers.
Recommended text size	Title – 28–40 point font size (bold), text – 20–32 points, recommended font size for illustrations (pictures, tables, etc.) – 14–20 points.
Text font	It is advisable to choose a standard font: Times New Roman or Arial. Using other fonts may cause the text to appear distorted.
Colour variety in the slide	It is recommended to make the title and last slides green, and the other slides white (VMU Agricultural Academy template slide template), with contrasting text colours (two for text, one to highlight), and to use the same colours throughout the presentation. Pay attention to the lighting in the auditorium where you will be giving your presentation.
Animation	Formal presentations (e.g., presentation of a final thesis) should not include any animation or only the animation that is necessary to convey the argumentation of ideas.
Slide number	Slides must be numbered, except for the first one.
Slide – plan	The information presented on the slide is only a plan for the consistent presentation of the topic. The text presented on the slides should not just be read, but it is recommended to comment on, explain, and supplement it.

**Recommended presentation structure** (may be adjusted according to the requirements of the evaluating person (commission)):

- 1) title slide;
- 2) introduction (recommended structural parts of the introduction: relevance, novelty, research, problem, aim of the work, objectives of the work, object of the work, key definitions, concepts, research methods, period, etc.). The necessary structural parts of the introduction are selected according to the intended objectives of the presentation (1–3 slides may be allocated to the introduction);
- 3) body part – the main part of the presentation, development of the chosen topic (5–8 slides);
- 4) summaries, conclusions, proposals, main results (1–3 slides);
- 5) acknowledgements to the audience;
- 6) repeat the title page.

# APPENDICES

## Appendix 1

Sample title page for a written study paper

**VYTAUTAS MAGNUS UNIVERSITY**  
**AGRICULTURE ACADEMY**  
**FACULTY OF BIOECONOMY DEVELOPMENT**  
**Department of Applied Economics, Finance and Accounting *or* Department of Business and Rural Development Management**

**First name SURNAME**

..... programme ..... studies

..... study year ..... group student

## CAUSES AND CONSEQUENCES OF INFLATION

..... research paper / term paper / professional internship report, etc.  
(course)

Supervisor \_\_\_\_\_  
(Academic degree, first name, surname)

Checked by: Assist. Prof. Dr. N. Surname

Akademija, 20..



VYTAUTAS MAGNUS UNIVERSITY

AGRICULTURE ACADEMY

FACULTY OF BIOECONOMY DEVELOPMENT

Department .....

First name Surname

**TITLE OF THE BACHELOR'S THESIS**

Bachelor's thesis

\_\_\_\_\_study programme, state code\_\_\_\_\_  
\_\_\_\_\_study field

Supervisor \_\_\_\_\_  
(Academic degree, first name, surname)

Akademija, 20..

Final theses Evaluation Commission:

(Approved by Order No. ... of the Chancellor of Vytautas Magnus University, dated ... March 20...)

Chair Prof. habil. Dr. B. Surname, Vytautas Magnus University

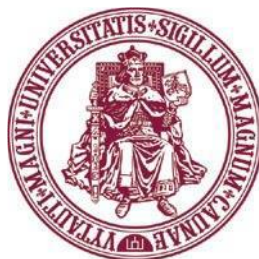
Members:

1. Prof. habil. Dr. B. Surname, Vytautas Magnus University
2. Prof. habil. Dr. C. Surname, X University
3. Assoc. Prof. Dr. D. Surname, Vytautas Magnus University
4. Assoc. Prof. Dr. E. Surname, Vytautas Magnus University
5. F. Surname, name of organisation (social partner)

Scientific supervisor Assoc. Prof. Dr. B. Surname, Vytautas Magnus University

Reviewer Assoc. Prof. V. Surname, Vytautas Magnus University

Head of Department Prof. Dr. D. Surname, Vytautas Magnus University



VYTAUTAS MAGNUS UNIVERSITY

AGRICULTURE ACADEMY

FACULTY OF BIOECONOMY DEVELOPMENT

Department .....

First name Surname

## **TITLE OF MASTER'S THESIS**

Master's thesis

\_\_\_\_\_study programme, state code\_\_\_\_\_  
\_\_\_\_\_study field

Supervisor \_\_\_\_\_  
(Academic degree, first name, surname)

Akademija, 20..



Final thesis Evaluation Commission:

(Approved by Order No. ... of the Chancellor of Vytautas Magnus University, dated ... April 20...)

Chair: Prof. habil. Dr. A. Surname, Vytautas Magnus University

Members:

1. Prof. habil. Dr. B. Surname, Vytautas Magnus University
2. Prof. habil. Dr. C. Surname, X University
3. Assoc. Prof. Dr. D. Surname, Vytautas Magnus University
4. Assoc. Prof. Dr. E. Surname, Vytautas Magnus University
5. F. Surname, name of organisation (social partner)

Scientific supervisor Assoc. Prof. Dr. B. Surname, Vytautas Magnus University

Reviewer Assoc. Prof. Dr. V. Surname, Vytautas Magnus University

Head of Department Prof. Dr. D. Surname, Vytautas Magnus University

**An example of a term paper assignment**

**VYTAUTAS MAGNUS UNIVERSITY**

**AGRICULTURE ACADEMY**

**FACULTY OF BIOECONOMY DEVELOPMENT**

Department of Applied Economics, Finance and Accounting *or* Department of Business and Rural  
Development Management

..... study programme

..... study year student .....

**TERM PAPER ASSIGNMENT**

1. Topic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Contents (titles of sections)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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3. Conditions and general instructions \_\_\_\_\_

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4. Length of paper \_\_\_\_\_

Deadline for completion of term paper 20\_\_\_\_\_ d.

Date of the assignment 20\_\_ m. \_\_\_\_\_ d.

Student \_\_\_\_\_  
(signature) (first name, surname)

Supervisor \_\_\_\_\_  
(signature) (first name, surname)

**An example of a Bachelor's thesis assignment**

VYTAUTAS MAGNUS UNIVERSITY

AGRICULTURE ACADEMY

FACULTY OF BIOECONOMY DEVELOPMENT

STUDY PROGRAMME OF .....

STUDENT NAME SURNAME

APPROVED BY:

Head of the Study Programme Committee

\_\_\_\_\_  
(signature)\_\_\_\_\_  
(first name and surname)

.... January 20....

**BACHELOR'S THESIS ASSIGNMENT**

1. Topic (in English and Lithuanian languages)

\_\_\_\_\_

2. Content (titles of sections)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Work schedule

Stages	Dates	Notes

Thesis completion deadline 20 \_\_\_\_\_ m. \_\_\_\_\_ d.

Date of assignment 20 \_\_\_\_m.\_\_\_\_\_ .

Student \_\_\_\_\_  
(signature ) (first name and surname)Supervisor \_\_\_\_\_  
(signature) (first name and surname)

**Example of a summary in the English language**

**SUMMARY<sup>1</sup>**

*(the summary is prepared in English)*

**First name SURNAME**

**Title of work (in English)**

Bachelor's, Master's thesis *or* other assignment, 60 pages, 5 figures, 3 tables, 25 references, 2 appendices, in English.

Key words

Research object

Research aim

Objectives

Research methods

Research results *(briefly summarise what was researched in all parts of the thesis and what results were obtained)*:

- in the first section of the thesis (examined, presented, performed, etc.);
- in the second section of the thesis (examined, analysed, determined, performed, etc.);
- in the third section of the thesis (presented, evaluated, predicted, proposed, etc.);
- a summary conclusion and/or the scientific and practical significance of the thesis.

*The summary should be 1–2 pages long.*

---

<sup>1</sup> The text was edited using the DeepL tool <https://www.deepl.com/en/translator>

**Example of a summary in Lithuanian**

**SANTRAUKA<sup>2</sup>**

*(the summary is prepared in Lithuania)*

**First name SURNAME**

**PAVADINIMAS (title in Lithuanian)**

Bakalauro *arba* magistro baigiamasis darbas (Bachelor's or Master's thesis), 60 puslapių (pages), 5 paveikslai (figures), 3 lentelės (tables), 25 literatūros šaltiniai (references), 2 priedai (Appendixes), anglų kalba.

Prasminiai žodžiai (Key words)

Tyrimo objektas (Research object)

Tyrimo tikslas (Research aim)

Uždaviniai (Objectives)

Tyrimo metodai (Research methods)

Tyrimo rezultatai (Research results) *(briefly present what was researched in all parts of the Bachelor's or Master's thesis and what results were obtained):*

- pirmojoje darbo dalyje (išnagrinėtas, pateiktas, atliktas ir pan.) (in the first section of thesis (has been analysed, presented, conducted, etc.);
- antrojoje darbo dalyje (išnagrinėtas, išanalizuotas, nustatytas, atliktas ir pan.) (in the second section of thesis (has been explored, analysed, determined, conducted, etc.);
- trečiojoje darbo dalyje (pateiktas, įvertintas, numatytas, pasiūlytas ir pan.) (in the third section of thesis (has been presented, assessed, estimated, proposed, etc.);
- pagrindinės išvados arba teorinė ir praktinė darbo reikšmė (main conclusions and the importance of thesis to theoretical and practical domain).

*Recommended length of the summary: 1-2 pages.*

---

<sup>2</sup> The translation of the text was made using the DeepL tool <https://www.deepl.com/en/translator>

### Example of content structure

*The content and structure of a written study assignment may vary depending on the specifics of the assignment or the requirements of the course.*

## CONTENTS

SUMMARY .....	3
SANTRAUKA .....	4
GLOSSARY OF KEY TERMS .....	5
INTRODUCTION .....	6
1. CONCEPT, CAUSES AND FACTORS OF UNEMPLOYMENT .....	7
1.1. Concept and issues of unemployment .....	7
1.2. Causes of unemployment and determining factors.....	10
2. DIRECTIONS OF UNEMPLOYMENT RESEARCH AND BASIS OF METHODOLOGY...	14
2.1. Concept and issues of unemployment .....	14
2.2. Causes of unemployment and determining factors .....	17
3. ANALYSIS OF FACTORS CONTRIBUTING TO UNEMPLOYMENT AND SOLUTIONS TO THE PROBLEM OF UNEMPLOYMENT.....	30
3.1. Factors determining the structure of unemployment.....	30
3.2. Recommendations for ways and strategies to solve unemployment problems .....	35
CONCLUSIONS.....	40
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## Tables examples

*The examples of the tables are simulated and provided for illustrative purposes only. Their content may not reflect actual data or situations.*

**Table 1. Social services provided to residents of Vilkaviškis District Municipality in 2024  
(Vilkaviškio rajono savivaldybės 2025 metų socialinių paslaugų planas, 2024, p. 9)**

Types of social services	Number of persons (families) identified as needing social services		Of which is financed by the municipality	Places per 1,000 residents
	Estimated	Unsatisfactory		
Long-term social care (Gudkaimio care home)	70	-	70	0
Short-term social care	9	-	8	0
Day social care at an institution – Vilkaviškis Social Assistance Centre's day care unit for disabled young people	22	-	22	0
Home help – Vilkaviškis Social Assistance Centre	188	10	188	0
Social skills training and support at home (family home) – Vilkaviškis Social Assistance Centre	190	-	-	0.1
General social services <i>Of which</i> - Vilkaviškis Social Assistance Centre - Non-governmental organisations	2,000	-	-	-
	1,400	-	-	-
Day social care (at home) – Vilkaviškis Social Assistance Centre	89	-	-	0

**Table 2. Number of permanent residents and changes in their number in Lithuanian counties at the beginning of 2020–2024 (compiled by the author using data from the official statistics portal of Lithuania, 2025)**

Counties	Year					Change in 2024 compared to	
	2020	2021	2022	2023	2024	2020	2023
Vilnius	807,523	805,380	805,173	805,367	810,290	0.3	0.61.1
Alytus	147,809	145,109	141,616	138,095	135,895	-8.1	-1.6
Kaunas	583,047	577,358	569,875	563,112	561,468	-3.7	-0.3
Klaipėda	327,300	324,618	320,507	317,252	317,742	-2.9	0.4
Marijampolė	151,793	149,077	145,360	141,287	138,697	-8.6	-1.8
Panevėžys	235,394	231,001	225,033	218,726	214,628	-8.8	-1.9
Šiauliai	281,632	276,329	270,482	265,467	262,483	-6.8	-1.1
Tauragė	103,083	101,200	98,608	95,817	93,719	-9.1	-2.2
Telšiai	143,511	141,293	137,769	134,139	132,071	-7.9	-1.5
Utena	140,170	137,193	133,481	129,639	126,993	-9.4	-2.0

**Table 3. Changes in the profit, assets and liabilities of UAB X in 2019–2024 (compiled by the author based on data from UAB X)**

Year	Net profit (EUR)	Net profit growth rate (per cent)	Assets (EUR)	Asset growth rate (per cent)	Liabilities (EUR)	Rate of change in liabilities (per cent)
2019	18,986.00	-	149,871.00	-	115,995.00	-
2020	10,104.00	53.2	226,772.00	151.3	182,792.00	157.6
2021	9,110.00	47.9	259,486.00	173.1	206,396.00	177.9
2022	19,583.00	103.1	284,051.00	189.5	244,378.00	210.7
2023	34,562.00	182.1	261,064.00	174.2	192,829.00	166.3
2024	77,755.00	409.5	433,234.00	289.1	334,891.00	288.7

**Table 4. UAB X inventory share in assets in 2020–2024 (compiled by the author based on UAB X financial statements)**

Indicators	Year				
	2020	2021	2022	2023	2024
Total assets (EUR)	2,023,147.25	2,031,088.44	1,947,274.35	192,9315.73	1,943,038.47
Inventories (EUR)	601,553.03	569,724.33	535,307.08	55,9431.81	541,501.98
Sahre of inventory (per cent)	29.7	28.1	27.5	29.0	27.9

**Table 5. UAB X sales cost, inventory and inventory turnover indicators for 2020–2024 (compiled by the author based on UAB X financial statements and accounting data)**

Indicators	Year				
	20	2021	2022	2023	2024
Cost of sales (EUR)	563,895.44	765,061.34	752,966.81	749,914.92	768,129.74
Inventories (EUR)	601,553.03	569,724.33	535,307.08	559,431.81	541,501.98
Inventory turnover (times)	0.94	1.34	1.41	1.34	1.42
Inventory turnover (days)	389	272	259	272	257

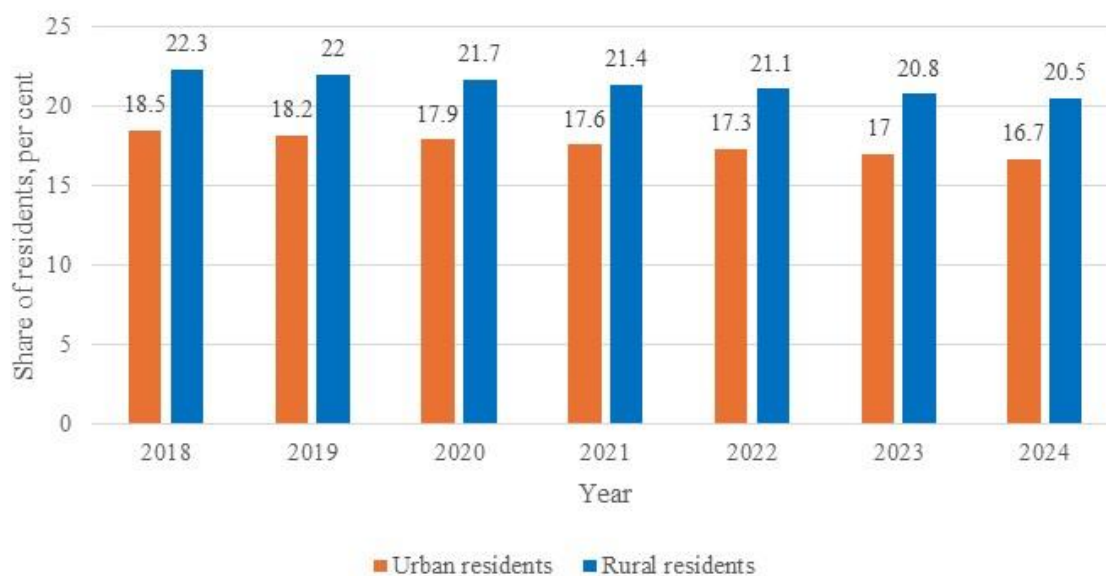
**Table 6. Results of consumption habit analysis for different age groups (compiled by the author based on calculations using Gretl software)**

Parameters	18–25 age group		26–35 age group		t(50)	p	Cohen's d
	M	SD	M	SD			
Daily consumption expenses (Eur)	45.60	12.30	62.40	15.70	4.879	0.001***	1.020
Consumption of organic products (frequency)	0.43	0.15	0.68	0.20	3.657	0.006**	0.850
Entertainment expenditure (EUR)	75.20	22.50	92.60	25.20	2.789	0.012*	0.640

**Note:** Statistical significance is indicated by three levels: \* for  $p < 0.1$ ; \*\* for  $p < 0.05$ ; \*\*\* for  $p < 0.01$ .

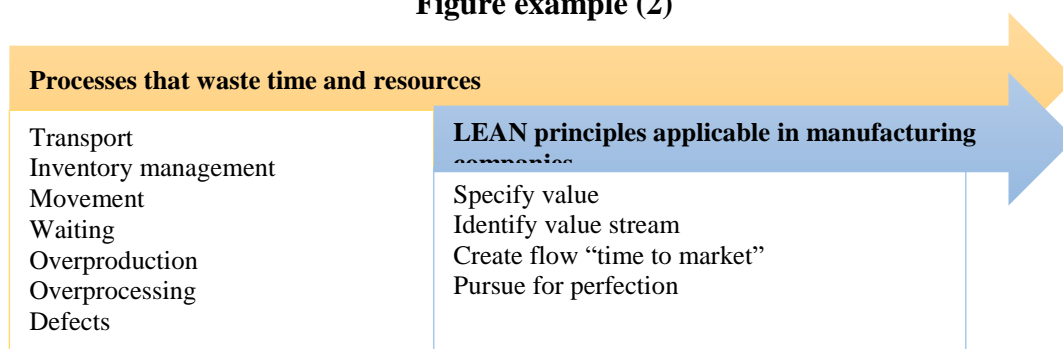


Figure example (1)

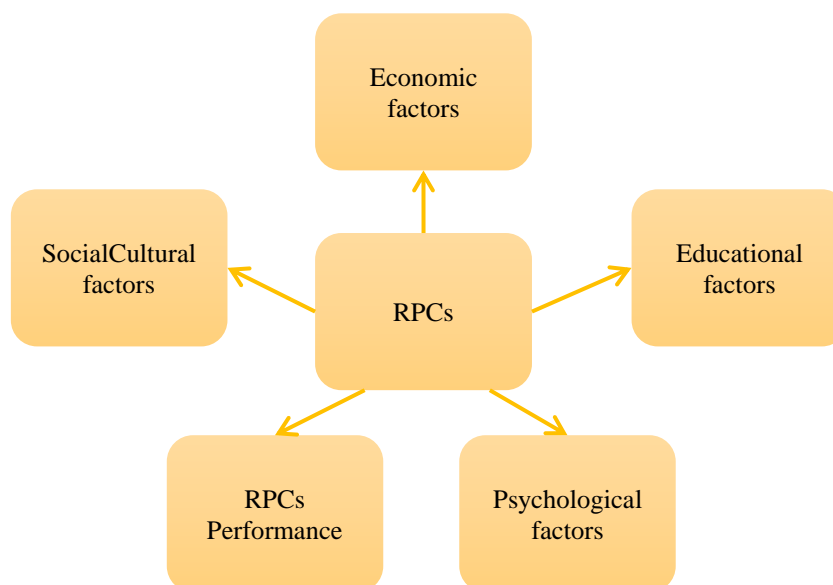


**Fig. 1. Share of rural and urban residents in Vilkaviškis district municipality in 2018–2024, percent (compiled by the author based on data from the official statistics portal of Lithuania, 2025)**

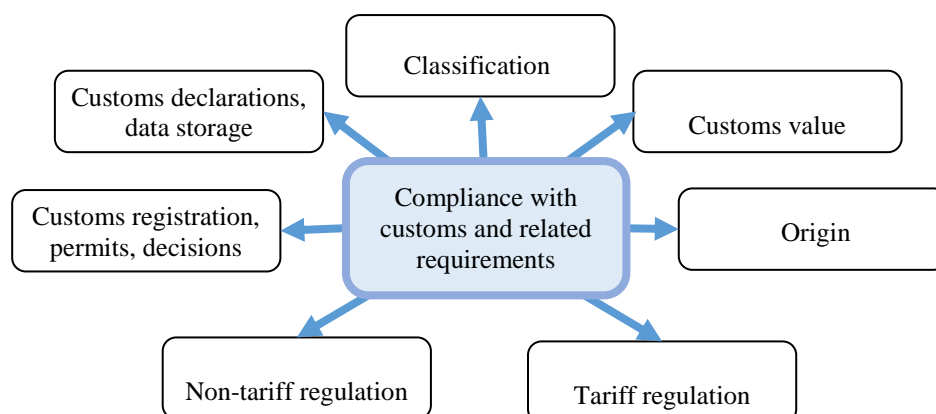
Figure example (2)



**Fig. 2. Integration of LEAN principles into manufacturing company processes (compiled by the author based on Brad and Deeb, 2025)**

**Figure example (3)****Fig. 3. Factors affecting the performance of rural production cooperatives (RPCs) (Akbari et al., 2023)**

**Note.** Figure from *Performance of rural cooperatives' production in Iran: Implications for sustainable development*, according to Akbari et al., 2023. Public domain. Retrieved from <https://www.sciencedirect.com/science/article/pii/S0959652623009940>

**Figure example (4)****Fig. 4. Legal regulation falling within the competence of other institutions (related or "non-customs requirements") (Naujokė, 2022)**

**Note** Figure from *Who is responsible for compliance with customs requirements? or When everyone is responsible, no one is responsible!*, according to Naujokė, 2022, *Customs Law for Practitioners*, No. 107, April. Copyright 2022 *Customs Law for Practitioners*.

### Example of a GAI prompt, provided in the appendix to the written study assignment

#### Appendix 1

#### Identification of logical schemes using Microsoft Copilot

**Prompt submitted:** I have identified the following processes in the company under analysis: distribution of raw materials; production; packaging; transportation. However, the distribution of raw materials comes from three warehouses. Transportation takes place in two directions – Lithuania and other EU countries. Suggest a logical scheme.

**Generated response:** I suggest a logical diagram in which each process is clearly divided according to your descriptions. Here is a structured action map:

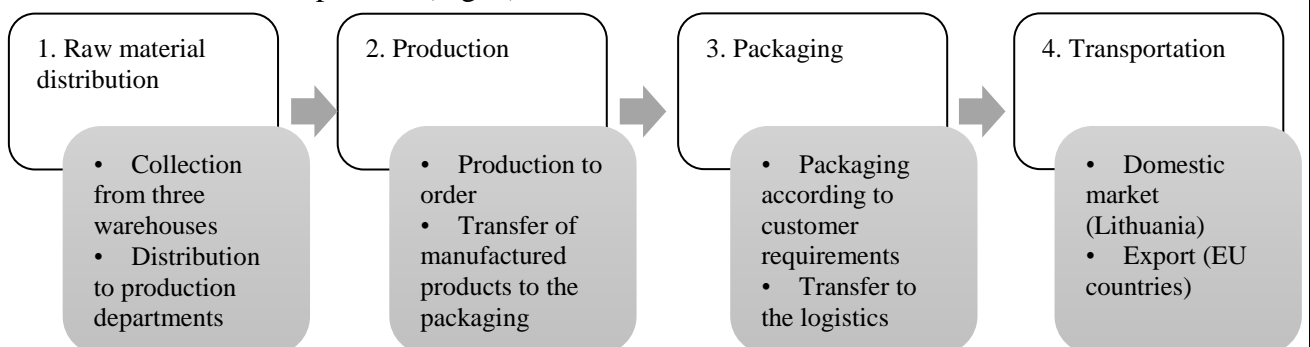
Logical process diagram:

1. Raw material distribution:
  - First, raw materials are collected from three different warehouses.
  - Then, depending on production needs, they are distributed to the production department.
2. Production:
  - Production processes are carried out based on order requirements.
  - Finished products are transferred to the packaging department.
3. Packaging:
  - Products are packaged according to customer requirements and destination markets (domestic or EU market).
  - Ready orders are transferred to the logistics department.
4. Transportation:
  - Products are distributed according to destination:
    - Lithuania: direct distribution of products to the domestic market.
    - Other EU countries: exports are carried out through logistics supply chains.

If you wish, we can prepare a more detailed diagram or add additional aspects of logistics or efficiency optimisation! What do you think of this layout?

### Example of a GAI prompt presented in the text of a study paper:

In order to refine the business processes of UAB “X”, a logical process diagram was created using Microsoft Copilot software (Appendix 1). It was determined that the business processes of UAB “X” consist of four components (Fig. 1).



**Fig. 1. UAB “X” business processes (compiled by the author using Microsoft Copilot, Appendix 1)**

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## Example

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### Glossary of key terms

*Listed in alphabetical order*

**Accounting policy choices** – the accounting policy chosen by a company is related to strategies for increasing or decreasing revenue, where a distinction is made between aggressive accounting policies (revenue-increasing) and conservative accounting policies (revenue-decreasing) (Ahmed et al., 2013).

**Additional working capital** – the difference between current assets and current liabilities that do not bear interest, indicating the shortfall in financing sources needed to fund additional current assets (Aleknevičienė, 2009).

**City logistics** – encompasses the ground-based public transport system, including distribution services and urban network design (Liu et al., 2025).

**Food security** – the ability of the agricultural sector to supply sufficient food to a country's population (Akbari et al., 2023).

**Just in time (JIT)** – a production philosophy that aims to produce only the required quantity of products at the required time and to reject further production if the products are not ordered (Brad and Deeb, 2025).

**Lean production system** – a concept of effective production management applied in various industrial sectors, covering production processes and increasing their efficiency by reducing different forms of waste (Brad and Deeb, 2025).

**Organic farming** – a farming system based on natural biological processes and materials, ensuring the production and sale of high-quality, more natural agricultural products (Ivanikova & Ruževičius, 2008).

**Quality management** – coordinated actions that direct and control an organisation's activities related to quality (ISO 9000:2000). It is part of the overall management function that establishes quality policy, objectives, and responsibilities, and defines the means used to achieve them – including quality planning, quality control, quality assurance, and quality improvement, all based on a quality system (ISO 8402:1994).

**Rural community** – a group of people living in a particular rural area, sharing common institutions (such as a school, church, or community centre) and using the services they provide. These individuals are united by collective decisions regarding changes in their living environment, a shared perception of the area's identity, mutual dependence, and neighbourly relations (Atkočiūnienė, 2004, 2010).

**Shareholders (akcininkai)** – natural or legal persons who have acquired shares in a company and have rights and obligations in the company (Lietuvos Respublikos akcinių bendrovių įstatymas, 2000).

**List of key abbreviations**

*Listed in alphabetical order*

**LAG** – local action group

**LCA** – Lithuanian Chamber of Agriculture

**VAT** – value added tax



## Examples of abbreviations for commonly used terms

Table 1. Abbreviations of commonly used terms

Phenomenon measured	Name	Designation	Example
Length	millimetre	mm	5 mm
	centimetre	cm	7 cm
	metre	m	10 m
	kilometre	km	15 km
Time, duration	second	s	30 s
	minute	min	15 min
	hour	h	12 h
	day	day	5 days
	year	year	2003
Mass	gram	g	100 g
	kilogram	kg	8 kg
	ton	t	7 t
Volume	litre	l	4 l
	cubic metre	m <sup>3</sup>	23 m <sup>3</sup>
Area	Square metre	m <sup>2</sup>	46 m <sup>2</sup>
	are	a	30 a
	hectare	ha	6 ha
Speed	metres per second	m/s	5 m/s
	kilometres per hour	km/h	55 km/h
Payload distance	ton-kilometres	tkm	6 tkm
Power	Watt	W	40 W
	kilowatt	kW	15 kW
Value, price	Litas	LTL	89 LTL
	cent	ct	24 ct
	Euro	EUR	46 EUR
	U.S. dollar	USD	50 USD
Temperature	degree	°C	37 °C
Relative values	percent	%	10 %
Absolute units	piece	pcs	15 pcs
	thousand	thou.	10 thou.
	million	m	2 m
	billion	bn	5 bn
Territorial-administrative units	county	Cnty, co.	Kaunas Cnty
			Kaunas co.
	municipality	municipality, muni	Kaunas dist. municipality
	district	dist.	Kaunas dist.
	village	vlg.	Naudžiūnų vlg.
	locality	loc.	Birštonas farmyard loc.

Research can be conducted based on primary and secondary data.

**Primary data** is collected to solve a specific scientific or practical problem. It is collected and accumulated once it becomes clear that a detailed study is needed to solve the problem. The advantage of primary data is that it is related to the content and specifics of the problem being studied.

Methods and sources of primary data collection:

- 1) qualitative research: unstructured conversation with a small group of informants with the aim of identifying new ideas and hypotheses;
- 2) quantitative research: obtaining information through structured surveys;
- 3) observation: collection of information by observing events or people (research participants);
- 4) document analysis: accounting data, annual reports of companies, approved internal procedures of companies, decisions of shareholders, etc.

**Secondary data** is information that has already been collected, recorded and stored in one form or another for other purposes and can be accessed and used to solve a scientific problem. Secondary data is often sufficient for initial research. If the quantity and quality of secondary data meets the needs of the research, there is no need to collect primary data. Secondary data can be obtained from internal and external sources.

Secondary data can be collected from:

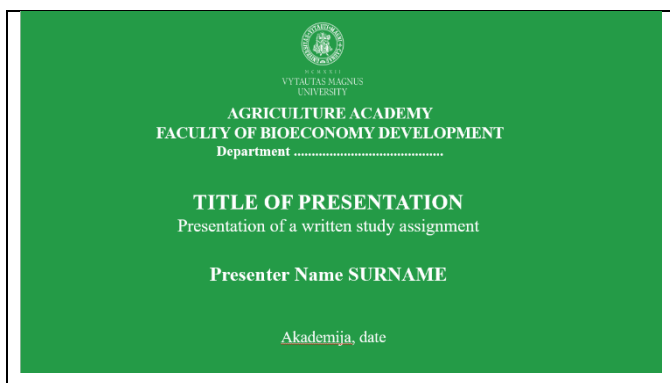
- 1) internal sources – company or institution records, libraries, internal accounting or correspondence of employee associations, etc.;
- 2) external sources – government (statistical) publications, public publications, databases, research reports by other researchers and organisations, etc.

Secondary data can only be used to clarify the needs, scope, content, essence, etc. of the research. This data is insufficient when a comprehensive study is required.

## Slide examples

*(a green/white template designed for the Vytautas Magnus University Academy of Agriculture is used to prepare the slides)*

- *Title slide*



- *Presentation of text on a slide*

[illegible]

- *Presentation of the figures on a slide*

### 1. Title

- Concept of the topic, what have you researched, what problem have you found?
- Usually, 2-3 slides are enough to analyse the scientific literature (or situation)...
- Do not forget to mention the authors and sources you have studied. The analysis of the literature (Author 1, year; Author 2, year; etc.) revealed...

Author1 (year)	Author2 (year)	Author3 (year)
<ul style="list-style-type: none"> <li>• Text</li> <li>• Text</li> </ul>	<ul style="list-style-type: none"> <li>• Text</li> <li>• Text</li> </ul>	<ul style="list-style-type: none"> <li>• Text</li> <li>• Text</li> </ul>

**Fig. 1. Concept of consumption habits (compiled by the author based on the analysed literature sources)**

### 2. Title

- Please outline how you are going to carry out the research and how you will approach the problem.
- Provide visualisations.
- 2-3 slides are recommended.

1. Designing the questionnaire

1.1. The questionnaire is based on a Likert scale.

1.2. The questionnaire consists of questions on three themes

2. Organising the survey

2.1. Calculated survey sample

2.2. The questionnaire was distributed by email

**Fig. 2. Logic scheme of the research (compiled by the author)**

- *Presentation of table on slide*

### 3. Title



➤ Present the results of the research. Present the calculations, charts, graphs, etc. that were carried out.

➤ 2-3 slides are recommended.

**Table 1. Results of the analysis of consumption habits for different age groups (compiled by the author based on calculations using Gretl software)**

Parameters	18-25 years group		26-36 years group		t(50)	p	Cohen's d
	M	SD	M	SD			
Daily consumption expenditure (EUR)	45.60	12.30	62.40	15.70	4.879	.001***	1.020
Organic product consumption (frequency)	0.43	0.15	0.68	0.20	3.657	.006**	0.850
Entertainment expenditure (EUR)	75.20	22.50	92.60	25.20	2.789	.012*	0.640

Note: Statistical significance is indicated by three levels: \* for  $p < 0.1$ ; \*\* for  $p < 0.05$ ; \*\*\* for  $p < 0.01$ .

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