**Technology sciences (H, E, J)**

**Social sciences (L, S, K, M, N, P, X)**

**Physical sciences (F, G, I)**

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|  | Vadyba  Journal of Management  2022, № 2 (38)  ISSN 1648-7974 |

TITLE OF ARTICLE IN CAPITAL LETTERS

LANGUAGE OF ARTICLE [14 pt, Bold, Before: 16 pt, After: 12 pt]

Name Surname, Vardenis Pavardenis1 [12 pt, Bold, Before: 12 pt, After: 0 pt]

1Lithuania Business University of Applied Sciences, 2Klaipėda University

Abstract [10 pt, Bold, Before 12 pt, After:0]

The text of the article’s annotation is in the English language. The text has to contain at least 3000 printed characters (with spaces between symbols). Separate paragraphs do not have to be indented from the left. [8 pt, Justify]

KEY WORDS: 5-6 content words, which are separated from each other by commas, have to be indicated [8 pt, Justify, After: 12 pt]

Introduction [11 pt, Bold, Before: 12 pt, After: 6 pt]

The word “Introduction” is written in lower case, aligned to the left, size - 11 pt., font Bold. Space of 6 pt is left below the heading.

Analyzed problem, goal of the article and used methods are formulated in the Introduction. Analysis of related literature (problem research degree), relevance of the topic, research object, goal, objectives and research methodology are provided. [10 pt, First line: 0,5 cm]

Recommended volume of articles is 6-8 pages in A4 format. Articles may be written in the English language.

Abstract is provided in the English language. **The volume of the** abstract **is at least 3000 printed characters.** At the end of it, in the new line the following is typed: KEY WORDS.

Margins of the document:

* at the top – 2 cm,
* at the bottom – 2 cm,
* on the left – 2 cm,
* on the right – 2 cm.

Please, note that the main key words have to reflect the essence of the article’s content.

Texts of articles are typed in Microsoft Word text editor, using Times New Roman font, single space between lines.

Body text of the article:

* is divided into two columns with the space of 0,6 cm between them,
* is written in 10 pt size,
* in lower case,
* justified,
* the first line indentation 0,5 cm.

Pages of articles are not numbered.

SI unit system is used for the text, tables and images of articles. [10 pt, First line: 0,5 cm]

Heading of the chapter[11 pt, Bold, Before: 12 pt, After: 6 pt]

Headings of chapters of the article are written in lower case, left-aligned, size - 11 pt, Bold. The space of 12 pt is left above the heading and 6 pt – below it.

Body text of the article. Detailed methodology of performance of the work is provided including description of research part, methodology and devices for preparation and analysis, statistical data processing and theoretical reasoning of the work.

Also, obtained research results have to be discussed and reasoned by theoretical knowledge. If research of different types was carried out, the chapter may have subchapters. The heading of the subchapter, with the same format as the title of the chapter, is written below the heading of the chapter.

Quotation is obligatory to be used and literature references have to be provided in the text. Literature sources are not numbered. Reference to the literature source is written down in the parentheses without comma, e.g. (Sakalas 2015) in the text.

It is necessary to provide references to images and tables. It can be made while indicating their marking in brackets, e.g. (Table 1) or (Fig. 2). Headlines of tables and images are not written in bold. [10 pt, First line: 0,5 cm]

Images, diagrams and layouts[11 pt, Bold, Before: 12 pt, After: 6 pt]

An image, a diagram or a layout is inserted into the text as a part of the text in the new empty paragraph, wherein it is centered leaving the space of 6 pt above the image and the space of 6 pt below it. The headline, which is centered, size 10 pt, font Times New Roman, is written below the image.

Images and diagrams have to be clear and legible. They shouldn’t be too large or too small. Layouts and drawings have to be grouped into one object. Small image has to fit in the column (cannot be wider than 8.2 cm) and large figure has to fit in one page (cannot be wider than 17 cm).

Images have to be numbered in turn in Arabic numbers; abbreviation “Fig.” in bold is used. Full stop is not written at the end of the image’s headline (Fig. 1). [10 pt, First line: 0,5 cm]



Fig. 1. Limits of the Company’s activity [10 pt, Center, Before: 0, After: 12]

Tables [11 pt, Bold, Before: 12 pt, After: 6 pt]

Table is inserted into the text as a part of the text in the new plain paragraph wherein it is centered. Tables are numbered in turn in Arabic numbers using a word “Table” in bold. It is necessary to provide the headline. Table headlines are written in 10 pt size, Times New Roman font above the table and centered. Full stop is not used at the end of the table’s headline (Table1).

The width of the table does not exceed 8.2 cm or 17 cm (may be less as well). Tables must have the headline of the table. The text must contain a reference to the table.

The size of data provided in tables is 8-10 pt respectively to the provided information. The first line of paragraphs in tables are not indented [10 pt, First line: 0,5 cm]

Fonts [11 pt, Bold, Before: 12 pt, After: 6 pt]

Types and sizes of fonts used in the article are provided in Table 1. In the last column of this table, created titles of styles of article parts, which are used in the template of this article, are provided. If you want to use styles, please, use only those provided in this document. If you do not have required knowledge related to work on styles, it is not obligatory to use these styles. Style parameters may not be changed! [10 pt, First line: 0,5 cm]

Table 1. Table of sizes and styles of fonts used in the article  
[10 pt, , Center, Before: 12 pt, After: 6 pt]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part of the article** | **Letter type** | **Alignment** | **Font size, pt** | **Spaces between paragraphs** | | **Font style** | **Style of parts of the article** |
| **Before** | **After** |
| Title | CAPITAL LETTERS | left-aligned | 14 pt | 16 pt | 12 pt | **Bold** | *paragraph* |
| Author | lower case | left-aligned | 12 pt | 12 pt |  | **Bold** | *author* |
| Institution, e-mail | lower case | left-aligned | 10 pt | 0 | 0 | ***italic*** | *institution* |
| Annotation and abstract | lower case | left-aligned | 10 pt | 12 pt | 0 | **Bold** | *abstract* |
| Annotation text | lower case | justified | 8 pt | 0 |  | normal | *abstract\_text* |
| Keywords | CAPITAL LETTERS | justified | 8 pt | 0 | 12 pt | normal | *keywords* |
| Keywords text | lower case | justified | 8 pt |  | 12 pt | normal | *keywords\_text* |
| Introduction | lower case | left-aligned | 11 pt | 12 | 6 pt | **Bold** | *intruduction* |
| Chapter title | lower case | left-aligned | 11 pt | 12 pt | 6 pt | **Bold** | *chapter* |
| Body text | lower case | justified | 10 pt |  |  | normal | *text* |
| Word „table“ | lower case | center | 10 pt | 12 pt | 6 pt | normal | *table* |
| Titles of tables | lower case | center | 10 pt | 12 pt | 6 pt | normal | *table\_text* |
| Titles of images, layouts | lower case | center | 10 pt | 0 pt | 12 pt | normal | *picture\_text* |
| Fig. | lower case | center | 10 pt | 0 pt | 12 pt | normal | *picture* |
| Text in tables and lay-outs | lower case | center | 8-10 pt |  |  | normal | *-* |
| Formula | - | left-aligned | 10 pt | 6 pt | 6 pt | *-* | *formula* |
| Literature | lower case | left-aligned | 10 pt | 12 pt | 3 pt | **Bold** | *literature* |
| List of literature | lower case | left-aligned | 9 pt |  |  | normal |  |
| Title in English language | CAPITAL LETTERS | left-aligned | 10 pt | 18 pt | 12 pt | **Bold** | *article\_title\_english* |
| Summary | lower case, expanded 2 pt | left-aligned | 10 pt | 12 pt | 12 pt | normal | *summary* |
| Summary text | lower case | justified | 10 pt |  |  | normal | *summary\_text* |
| Author’s CV | lower case | justified | 9 pt | 12 pt |  | normal | *Author\_CV\_text* |

Mathematical equations[11 pt, Bold, Before: 12 pt, After: 6 pt]

Mathematical equations or other mathematical expressions are inserted into the text in the new separate paragraph with the spaces of 6 pt above and below the paragraph.

Equations are written using equation editor Microsoft Equation 3.0. Equations are numbered in turn in Arabic numbers in brackets. Numbering is made at the right side of the equation using tabulation. E. g.:

 (1)

Herein αn - agreed turn corner, dn – direction rate which can be positive or negative. Depending on it, model of the robot moves forward or backwards, k – conditions the size of agreed step. N – the sum of all movement orders until the current moment. [10 pt, First line: 0,5 cm]

Conclusions[11 pt, Bold, Before: 12 pt, After: 6 pt]

Summarized conclusions of the article, which CANNOT be numbered, are provided. [10 pt, First line: 0,5 cm]

References[10 pt, Bold, Before: 12 pt, After: 3 pt]

Literature is provided starting from the surname of the first author. The list of literature is not numbered and provided in ABC order. If website reference does not have any author, the reference is provided only in parentheses in the very text.

Brown, F., Harris, M.G., and Other, A.N. (2018). Name of paper. In Name (s) of editor(s) (ed.), *Name of book in italics*, page numbers. Publisher, Place of publication.

Smith, S.E. (2014). *Name of book in italics*, page or chapter nubers if relevant. Publisher, Place of publication.

Smith, S.E. and Jones, L.Q. (2018). Name of paper. *Name of journal in italics*, volume (number), page numbers.

Smith, S.E. and Jones, L.Q. (2018). Name of paper. *Name of journal in italics*, volume (number), page numbers. [revised 2019 03 29], <http://xxxx>. [9 pt, Hanging: 0,5 cm]

Short CV of the author (-s) (not more than 3000 printing characters) is written herein. Name Surname, academic degree, institution (-s), position. Field of scientific research. Scientific publications. Carried out scientific research**. Address. Phone. E-mail.** Other information about the author. [9 pt, First line: 0,5 cm., Before 12 pt.]