

## PROFESSIONAL STUDIES: THEORY AND PRACTICE

### Guidelines for authors

1. Periodical peer-reviewed scientific publication *PROFESSIONAL STUDIES: THEORY AND PRACTICE* of Šiaulių valstybinė kolegija is published annually as one issue until 31 December of the current year. The number is collected in a cumulative manner, i.e. the authors' articles are accepted indefinitely throughout the year, and the corrected, edited and recognized as suitable for publication articles are published as free access on the Internet without waiting for the issue of the entire publication number.

2. The publication is published in the *Open Journal System* (<https://ojs.svako.lt/pstp>). The author (s) upload two MS Word documents to the system: an anonymized article and a first-page document containing the name (s) of the author (s), the institution (s) represented, the email address (es), ORCID, annotation of the article (up to 500 characters with spaces). The article in this system is reviewed and after receiving positive reviews, is uploaded corrected.

3. Published articles are written in English.

4. The article is published if it meets the requirements of a scientific article and receives positive reviews from two reviewers who remain confidential (scientists of the respective field).

5. The publication of articles is free of charge.

6. Format requirements:

6.1. Text editor – *Microsoft Word*.

6.2. Use *Times New Roman* font of specified size and style:

	Font size and style	Alignment
Title	14 bold, small caps	centered
Author (s)	12, normal	centered
Represented institution (represented institutions)	10, italic	centered
Key words	10, normal	justified
Summary	10, normal	justified
Titles of sections and subsections	12, bold	justified
Main text of the article	12, normal	justified
Text in tables	10, normal	left
Titles and numbering of tables	10, bold	justified
Titles and numbering of illustrations	10, bold	justified
Bibliography	10, normal	justified

6.3. Borders: top and bottom 20 mm, left – 25 mm, right – 35 mm.

6.4. Line spacing - 1 interval.

6.5. Paragraph indent – 0.75 cm.

6.6. The scope of the article is at least 30,000 characters with spaces and no more than 80,000 characters with spaces.

7. Structure of the article:

- 7.1. Title of the article.
- 7.2. Name (s) and surname (s) of the author (s).
- 7.3. Institution (s) represented by the author (s).
- 7.4 Author (s) ORCID.
- 7.5. Annotation (up to 500 characters with spaces).
- 7.6. Keywords (up to 5 word combinations).
- 7.7. The text of the article.

#### 7.7. Bibliography

8. The articles must necessarily contain the relevance of the topic and the research problem based on the essential sources of science and documents, formulated aim and objectives of the research, described research methods, carried out an analysis of theoretical sources and research results, and provided conclusions (possibly recommendations).

9. Formatting tables and pictures, citing sources in the text and compiling the list of literature should be followed by APA style for social sciences, *Vancouver* style for medical and health sciences, ISO 690:2010 standards for technology and natural sciences.

10. The articles are reviewed by two reviewers of that field of science appointed by the Editorial Board, who remain confidential, the identity of the author(s) of the articles is not disclosed to the reviewers. If there are significant differences between reviewers, the article is further reviewed by a third reviewer.

Reviewers assess: 1. Relevance of the topic, validity of the scientific problem; 2. Formulation of scientific research problem, formulation of objective and goals; 3. Presentation of the research methodology and methods and their application; 4. Analysis of scientific literature; 5. The depth of the research of the chosen problem; 6. Reasoning of the main ideas; 7. Theoretical and practical results of the article / research; 8. Linking conclusions with scientific problem of the article, stated objectives, presented and substantiated results of the research; 9. List of literature used; 10. Conformity to correct scientific English, proper usage of terms. 11. The completeness of the annotation.

11. Reviewers make one of four decisions: 1. Accept an article in the journal *PROFESSIONAL STUDIES: THEORY AND PRACTICE* without reservations; 2. Accept an article in the journal *PROFESSIONAL STUDIES: THEORY AND PRACTICE* after correction, without re-reviewing; 3. Accept an article in the journal *PROFESSIONAL STUDIES: THEORY AND PRACTICE* after correction and re-reviewing with the reviewer; 4. To reject (reasons are provided in the comments)

12. After receiving a positive reviewers' assessment and taking into account their comments, the articles are edited and prepared for the publication.

#### **Publishing Ethics and Plagiarism Screening**

The journal *PROFESSIONAL STUDIES: THEORY AND PRACTICE* publishing is carried out in accordance with the requirements of academic ethics as defined in the Code of Academic Ethics of Šiaulių valstybinė kolegija. Authors can only submit original, previously unpublished articles. Authors submitting articles undertake to adhere to the principle of academic honesty.

The principle of academic integrity is violated by:

1. Counterfeiting, faking, or manipulation (such as creating non-existing data, correcting existing data to improve or worsen results).

2. Fake signatures, certificates, report data, or results.
  3. Nonexistent source, invalid source page, page visit date, or other source description data specified.
  4. The omission of the obtained data contradicting the research hypothesis and / or questions and / or the conclusions of the research.
  5. Deliberately providing misleading information about empirical research methodology.
  6. Unjustified (undeserved) imposition of co-authorship of students, colleagues, subordinates or supervisors.
  7. Unjustified denial or ignorance of the intellectual and / or financial contribution of persons who have assisted in scientific applied activities.
  8. Theft or deliberate corruption of empirical research data, computer programs, examples of empirical material, manuscript.
  9. Plagiarism, that is, the expropriation of ideas, data, or texts without specifying their author, that is, the submission of other people's ideas as one's own.
  10. The coincidence check procedure is performed prior to reviewing the submitted article manuscript through the *Turnitin Originality* program.
- If there is a suspicion that part of the text has been plagiarized, the manuscript is rejected and the authors are notified. If plagiarism is detected after the article is published, the article is removed from the journal.
11. For more information contact *s.papaurelyte@svako.lt*