SIA “Turiba University’’

Unified registration No.4000313580,

Graudu street 68, Riga, LV-1058

**N134**

APPROVED by

SIA ‘’ Turiba University’’

Senate Meeting minutes No. 8, Date: 28.08.2015

Board decree No.26, Date: 31.08.2015.

**REGULATIONS ON COMPILATION AND LAYOUT OF INDEPENDENT RESEARCH PAPERS**

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# General provisions

## The aim of these regulations - to set out unified requirements regarding the compilation and layout of all independent research papers at Turiba University (hereinafter - BAT).

## These regulations include unified requirements for the compilation and layout of all independent research papers compiled by students of BAT (papers, practice reports, study papers, independent research papers, qualification papers, academic and professional bachelor theses, master theses, doctoral research papers and doctoral theses) hereinafter referred to as - Papers).

## The specific requirements of the branch or sub branch of science taking into account the specific professional standards and the specifics of the study programmes for the compilation and layout of Papers are regulated by the respective faculties who can work out additional requirements and recommendations for their compilation.

## The Faculty can only set out requirements for Papers on those aspects that are not foreseen in these regulations herein.

# General requirements

## Student shall follow the following requirements while compiling Papers:

* + 1. Students shall carry out independent research on actual issues connected to the study programme without just copying the literature or other sources of material, data or information;
		2. The content of the Papers shall provide consistent solutions to issues in accordance with the topic, research goals, tasks and hypothesis or research question (with the exception of practice reports);
		3. The transition from one issue to another from chapter to chapter should be mutually connected;
		4. Unified and consistent terminology shall be used throughout the Paper;
		5. The progress of the research, results, conclusions and recommendations shall be reflected in a precise, logical, coherent and complete manner;
		6. Disclosure of information that is legally protected and in the possession of the student is prohibited (e.g. personal data, confidential investigative reports, commercial secrets etc.);
		7. References shall be provided for facts, data, information, definitions and citations included in the Papers if they have not been worked out by the authors themselves.

## The Papers shall be written in formal academic language in passive voice („was researched”, „results of analysis indicate” etc.) and/or in third person („author” and not „I”, „My” etc.).

## The analysis, interpretations and statements shall be grounded and only the opinions of the author shall be reflected; declarative statements and clichés, pointless descriptions and empty phrases, mechanical copying of notions, definitions, and citations should be avoided; .

## Vulgar unjustified criticism is not allowed while analysing the works of other authors; international and national copyright laws and ethical norms of scientific research shall be observed. Plagiarism (citing the works of other authors as one’s own in parts or as a whole) and self plagiarism (repeatedly citing one’s own works without making fundamental changes in them) is prohibited.

## Students of the Faculty of Law (hereinafter – JF) must use/refer to normative enactments and judicial documents while compiling their papers. Students of other faculties shall use normative enactments to the scope as required by topics under research

# Plan for compilation of Papers

## The following plan for compilation of Papers is recommended:

* + 1. Choice of topic, choice of advisor (it could be a person designated in accordance with the study course or practice programme), definition of hypothesis or research question, formulation of goals and tasks, theme proposal application (refer appendices 1, 2 and 3) and its approval;
		2. Drafting the structure of the *Paper*  and work plan for research;
		3. Study and review of literature and list of sources;
		4. the progress of the research, gathering information and materials, surveys and systematisation;
		5. Processing the information and materials gathered – analysis, interpretation, generalisation, conclusions and recommendations;
		6. Writing and compiling the first draft version of the paper;
		7. Revising the paper taking into account the remarks and recommendations of the advisor;
		8. Compiling the final version of the paper.

## Students shall agree upon the deadlines for the paper and the rights and obligations with the advisor.

## Students can choose the topic for the paper taking into account the recommendations of the department or independently in accordance with one’s interests by justifying the topicality of the theme. The topic/theme shall be approved by the advisor. The theme can be a continuation of previous study (course) papers or an entirely new topic.

## The following should be taken into account while choosing a topic/theme for Papers:

* + 1. The theme is topical and reflects problems faced in modern day practice;
		2. The theme is short and precise and shall include the object of the research, the research environment, research limitations as well as further research.
		3. The theme shall be expressed as a simple extended sentence without the use of any punctuation marks (commas, semi colon etc.) if possible.

## The theme proposals for qualification papers, academic and professional bachelor theses and master theses (refer appendix 2) shall be discussed during the department meetings and and approved by the dean of the respective faculty.

# The length of the Paper and its structure

## The length of the Paper (excluding annotation and appendices) shall be as follows:

* + 1. Practice reports – in accordance with the relevant practice descriptions;
		2. Study papers for the first study year - from 15 to 25 pages;
		3. Study papers for the second and third study year – from 25 to 35 pages;
		4. Qualification papers – from 40 to 60 pages;
		5. Academic bachelor papers – from 60 to 80 pages;
		6. Professional bachelor theses – from 60 to 80 pages;
		7. Master’s theses – from 80 to 100 pages;
		8. Doctoral theses – from 150 to 200 pages.

## The structure of the Papers shall consist of:

* + 1. Title page;
		2. annotation with keywords (with the exception of practice reports);
		3. table of contents;
		4. list of abbreviations and acronyms if there are 10 (ten) or more in the Paper:
		5. list of figures and tables if there are 10 (ten) or more in the Paper:
		6. main chapters of the paper (chapters and sub chapters);
		7. conclusions and recommendations.
		8. list of literature and sources;
		9. appendices (if necessary);
		10. form with the student's signature testifying the fact that the Paper is the student's independent work (refer ***appendix 8***);
		11. form with information regarding the date of presentation/defence of the Paper - only for study papers. The record no. assigned by State qualification exam committee (for qualification papers) or State examination committee (academic and professional bachelor theses and master's theses) (refer ***appendix 10***)
		12. Title page, annotation, appendices and forms shall not be numbered within the scope of the Paper.

# Components of the Paper

## Annotation – a short summary of the Paper that provides readers an insight about the research work carried out and its main results. Annotation shall reflect the topic, goals of research, research methods used and main results, the length of the paper, number of tables and figures included and keywords:

* + 1. Annotations for qualification papers, academic and professional bachelor theses and master theses shall be written in three languages – Latvian, English and any other foreign language;
		2. Study paper annotations shall be written in one language (language of the study paper);
		3. Length of the annotation – up to 1200 characters with spaces;
		4. Annotations shall not be indicated in the table of contents.

## Introduction:

* + 1. Justification of theoretical and practical topicality of the theme and the choice of the theme, description of problems and practical use/application of the research;
		2. For qualification papers, academic and professional bachelor theses and master theses the research context (environment) is a phenomenon (organisation, case, process etc.), that arouses the interest of the author (e.g. enterprise, field of law, sector, tour itinerary, mass media etc.);
		3. For qualification papers, academic and professional bachelor theses and master theses the object of the research reflects and studies specific features and relationships within the research context (environment). It is more specific than the research context (e.g. various specific aspects maybe studied/researched within the context/environment - in an organisation/enterprise one may study/research in depth – personnel management, finance management, public relations etc.), aspects, which have a direct impact on the existence and functioning of the research context (environment);
		4. The research question/ research hypothesis has to be formulated:
			1. The research question is the initial statement of the author formulated as a question that connects the object of the research with the research context(environment) and identifies the problems faced. For example „Does SIA „W” provide opportunities for qualitative storage of information?”
			2. The research hypothesis is the assumption of the author that stems from the object under research (main research problem) that the author would test/study during the research; it would either be confirmed or rejected based on the main research results. Only statements/assumptions that are not generally known/accepted circumstances and those that directly correspond to the aims and objectives of the theme under research as a whole and not just a part/chapter of the Paper can be formulated as an hypothesis. For example, „The desired changes in the organisational culture of SIA „W” are related to changes in process management and factors that influence them” or „Frequent changes in legislation concerning insolvency processes are related to economic interests of foreign investors” :
		5. The author shall define and formulate the research goals based on the actuality of the topic, object under research, the research context (environment) and the author's opinion of possible solutions to the issues being researched; The definition shall be clear, short and concise. The research goals shall indicate how precisely the goals shall be achieved (work out a methodology, offer measures, put forward recommendations, improve ways or design approaches to enhance systems etc.);
		6. The research tasks and objectives set out to achieve the research goals, that is a series of actions/activities that reflects main content of the research, e.g. to explore, review, analyse etc. shall be clearly defined.
		7. Research methods used in the Paper shall be specifically mentioned justifying why and in what way each particular method is used;
		8. Research limitations (if the scope of the research cannot be covered fully in the *Paper*) in terms of time and place shall be mentioned;
		9. Theoretical and methodological base for the research, that form the theoretical base for the *Paper* (sources, models, theories etc.), and which previous research works, methods, information, data etc. have been used shall be described;
		10. The introduction of doctoral theses shall in addition encompass:
			1. an in depth analysis of previous research work carried out in that particular field focusing specifically on the issues under research based on specific facts, data, sources etc. and describing the novelty of the current research. The length of the introduction shall be at least 5-6 (five to six) pages;
			2. the scientific novelty of the research, its scientific and socio-economic significance of the research, its practical application and financial feasibility shall be described;
			3. dissemination of the doctoral research results (scientific publications, conferences, seminars where the results have been presented) shall also be mentioned.

## Main part:

* + 1. The theoretical part shall cover (review and justify) the progress of the research related to the specific tasks that have to be carried out by citing, paraphrasing and evaluating the opinions of other authors and also appending the views of the author himself/herself on the above-mentioned. The main part shall analyse e.g. theories, theoretical concepts, models, legal enactments, draft laws or any other documents that could be a source of law as well as evaluate specific practical examples and theoretical conceptions and notions relevant to the problem under research. Scientific concepts and ideas shall not just be mentioned but shall be analysed, compared and evaluated emphasising the opinions and arguments of the author. All issues reviewed in the theoretical part shall be directly related to issues related to the topic of the *Paper*, its goals and shall ensure the successful fulfilment of the research;
		2. The empirical part shall testify the skills of the author in carrying out independent empirical research, using the theoretical knowledge gained, forecasting the possible development of the issues.
			1. The empirical part shall include a situation analysis carried out independently by the author and the research results, cause and effect relationships of these results and a review of possible alternative solutions in accordance with the goals as well as a list of comprehensive well justified recommendations and evaluation of hypothesis or the research question.
			2. The empirical part shall also include a justification of the choice of research methodology: theoretical basis and detailed description of the research methodology i.e. the research type, research sample, research methods chosen, research design/plan etc.
			3. Students shall use materials gathered during practice placements, results of independent surveys, description of empirically obtained results, compare one’s own results with results from similar research works and analyse the results in accordance with the hypothesis or the research question put forward;.
		3. Students of the *Faculty of Law* shall carry out analysis of specific legal sources (national, European Union as well as international legal acts and case law) related to the problem under research.

## Structure of the main part:

* + 1. Chapters and sub chapters of the main part shall be dedicated to separate tasks set during the research of the topic. The main part shall include at least three chapters which could be further divided into sub chapters;
		2. Chapters and sub chapters shall be divided proportionally and sub chapters have to be not less than two pages and have to be mutually interconnected;
		3. Chapters and sub chapters cannot start with a figure or table;
		4. Chapters and sub chapters may not end with a citation, figure or table; the evaluation of the author shall follow the citation, figure or table – analysis, argumented opinions for or against the above mentioned concepts, ideas;
		5. It is recommended that each chapter and sub chapter be connected /related to the next chapter or sub chapter;
		6. The *Paper* could be divided into chapters and chapters could be further divided into sub chapters provided there is at least two sub chapters under each chapter;
		7. The chapter heading could be followed by a short summary (one or two paragraphs) on the following sub chapters. The end of the chapter could include a summary by the author reviewing the main points in the chapter.

## Data used in the main part:

* + 1. Data and materials over a period of three years is recommended to be used in research. If tables and figures are used then an analysis of the data reflected in them should be provided explaining and justifying the development trends, dynamics and correlations discovered;
		2. The research results shall be illustrated in figures (diagrams, charts, photographs, drawings) and tables. The repetition of the same data an information is not allowed, e.g. figure, table and text form; the best and most appropriate form of representation of information on the research phenomena shall be used in each case;
		3. The repetition of the description of theoretical and methodological base and empirical research at the level of chapters and sub chapters is not allowed;
		4. Measurement and calculation results shall be indicated in international measurement (SI) system units.

## Conclusions and recommendations:

* + 1. Conclusions and recommendations form the final part of the *Paper* and shall reflect the main ideas and assessment of key research issues and final results obtained from the research carried out in the Paper . They shall be as a result of independent research carried out and shall correspond to the goals of the paper and shall be logically presented in a short concise form;
		2. Conclusions and recommendations shall show a high degree of validity and reliability of results and shall reveal how exactly the author of the *Paper* managed to resolve the tasks set and what and how exactly the author proposes to introduce, implement, improve etc.;
		3. It is recommended that each conclusion and recommendation be presented as a separate point or paragraph;
		4. Conclusions and recommendations may not repeat or include citations, statements of other authors or rephrase them and shall only reflect the opinions, argumented statements, proposals, ideas and notions of the author of the Paper;
		5. Conclusions shall present a summary of the research results underlining the main problems revealed by the author, main results of tasks set in the *Paper* and shall state whether the hypothesis has been confirmed or not (it is desirable to show the level of reliability) and justify it. If a research question had been posed, the conclusions shall provide and answer o the question and underline the main problems revealed by the author and the author’s conclusions;
		6. Recommendations that offer definite solutions to problems are worked out on the basis of the conclusions and shall indicate the resources necessary for the implementation of the recommendations, their source and expected outcomes. Recommendations shall be aimed at preventing flaws and defects revealed/explored, using experience and best practices, making well argumented improvements, enhancements etc. Recommendations shall be formulated based solely on the conclusions drawn. Expressing recommendations in the form of declarative statements (slogans) that are not clearly practical is not allowed
		7. All the conclusions and recommendations shall be numbered in an ascending order.

## It is necessary to define the thesis put forward for defence in the case of doctoral theses - short, breif and concise description of main conclusions and recommendations that describe the novelty of the research.

# Text Layout

## Papers to be submitted must be prepared in printed form on A4 (210x297 mm) sheets of white paper, using a line spacing of 1.5 lines.

## Papers must be compiled on an a sheet on one side or both sides with the following sheet margins:

* + 1. left margin – 30 mm;
		2. right margin – 15 mm;
		3. upper margin – 20 mm (excluding the page number if it is at the top of the page);
		4. lower margin – 20 mm (excluding the page number if it is at the bottom of the page);
		5. If the Paper is printed on both sides of the sheets all even pages must have mirror margins to prevent any difficulties during binding or filing

## The paper shall be typed in *Arial* or *Times New Roman*. The main text shall be written with a font size of *Times New Roman* 12 pt or *Arial* 11 pt. The same does not apply for the title page and forms which are provided in the appendices.

## Paragraphs shall have a first line indent of 1.25cm. The text shall be justified or in other words horizontally centered. The spacing between paragraphs shall be 1.5 (one and half).

## If any explanations are required in the Paper they could be added as footnotes. Footnotes shall be compiled using *Arial* or *Times New Roman* 10 pt. with a line spacing of 1 line.

## The headings of chapters (first level) shall be written in capital letters in bold with 13pt and justified, e.g. 1. CAPITAL LETTERS.

## The headings of sub chapters (second level) shall be written in small letters in bold with 12pt and justified, e.g. 1.1.Small letters.

## The headings of sub chapters (third level) shall be written in small letters in bold with 12pt from the left margin, e.g. 1.1.Small letters.

## Key important information can be highlighted in the following ways:

* + 1. by using ALL CAPITALS for the section to be highlighted. Capitals should not be used if the text is longer than one line;
		2. by underlining the section to be highlighted;
		3. by using characters of different **size**;
		4. by using *italics*
		5. it is not advised to use different highlighting styles in the Paper.

## One page shall contain no less than 25 lines of text; one full line of text shall contain no less than 50 characters. Introduction and the final page of the chapter shall have not less than 15 text lines. The page cannot end with a heading.

## Chapters shall start on a fresh page. Sub chapters need not start on a fresh page if there are at least two lines of space under the heading.

## There shall be one empty line space above the heading of sub chapters but no space after the heading.

## Numbering shall start with the title page but the page number of the title page shall not be indicated. All the other pages shall be numbered at the top or at the bottom of the page in the centre using Arabic numerals.

6.14. *Papers* to be submitted shall be written in black.

## Papers to be submitted must not contain any erasures, deletions, additions and unauthorised corrections.

## Words should not be divided for purposes of carry over. Should any divisions be necessary, the proper rules of grammar shall be observed.

# Title page

## The title page shall provide information regarding the educational institution, name of the author, title of the paper (topic of the paper), study programme, nature of the paper, name of the advisor, degree, academic title, place and date.

## The title page is the first page of the Paper. The number of the title page shall not be written.

## The sample layout of the title page is given in the appendix (refer appendix 4, 5, *6*). It is recommended to use blue ink while signing the Paper and the date of signature shall be indicated.

# Table of contents and headings

## The table of contents must contain the headings of chapters and sub chapters included in the paper and their corresponding page numbers. The table of contents shall also indicate the page numbers for the introduction, conclusions, recommendations, list of literature sources and appendices. If list of abbreviations and list of tables and figures are used in the Paper, the same shall be indicated in the table of contents.

## Pages that precede the table of contents (annotations) shall not be included in the table of contents.

## It is recommended to make the table of contents automatically based on heading styles so that any changes made in the text by style or size are automatically updated in the table of contents. Dotted tab leaders shall be used between the heading and the page number.

## The line spacing in the table of contents shall be 1.5 lines (one and half).

## Indents used in the table of contents for various heading levels shall be the same as in the text.

## The sample of table of contents is given below:

**CONTENT**

|  |
| --- |
| Introduction………………………………………………………….………………………..….…………….1 |
| 1.**CHAPTER HEADING**..….……………………………………………………………..………..4 |
| * 1. **Sub chapter heading**.................................................................................................4
 |
|  1.1.1. …………………………………..…………………………………..………………..………4 |
|  1.1.2. ……………………………………………………..………………………………..………..8 |
| * 1. **Sub chapter heading**………………………………………..…………………….…......12
 |

## Headings shall be short and concise. Headings in the Paper shall be written together with the text and not on a separate sheet except for the heading „Appendices”. The style of headings of chapters and sub chapters in the table of contents and the Paper itself should be identical.

## Full stops shall not be used after headings. Headings shall not be underlined and they shall be highlighted in comparison with the body of the text itself.

# Tables, figures, formulas and units

## Quantitative and qualitative information and data shall be set out in the Paper in tables in order to facilitate perception.

## Each table shall be given a number and heading. Table numbers shall be given numbers in ascending order using Arabic numerals from the beginning of the Paper or the beginning of a chapter. If there is only one table it shall not be numbered.

## Tables shall be centred with regards to the left and right margins.

## The table number shall be written at the upper right hand corner of the table after the word „table.” or „tab.” in *italics* and *Times New Roman*, 12 pt. or *Arial* 11 pt.

## The heading of the table shall be written below the number in bold Times New Roman, 12 pt., or Arial, 11 pt. and centred just above the table.

## Table headings shall not be underlined. A full stop is not required after the table heading. Table headings shall be brief and concise and easily understandable. It shall indicate the topic of the table, contents and provide reference to sources of data used. A reference is not necessary if the table has been designed by the author himself from primary data.

## The font size and style of the table shall be the same as in the text with a line spacing of 1 line.

## Headings of columns shall be centred but the headings of rows shall be left aligned.

## It is recommended to form tables using *Word* form *Tables.*

## Numbers in tables shall be rounded off to two digits after the decimal except in the case of whole numbers. If the value of the number is less than 1 then a 0 (zero) shall be written before the decimal point. e.g. 0.32

## The table shall be placed in the Paper immediately after its first mention in the text or as close as possible to it.

## Sample of a table:

*Table 1.*

**The total number and average number of** **sub systems serviced. (Brencis, Ozols 2009: 129)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subsystems** | **Number of hotels** | **Total number** | **Average arithmetic mean** |
| Restaurant administrative systems | 59 | 5368 |  91 |
| Electronic keys | 52 | 5102 |  98 |
| Interactive television systems | 10 | 1557 | 156 |

Table 2.3.

**Turnover of SIA „Art Tech” for the 1st quarter of 2014**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Quantity,  kg** | **Sum with VAT, EUR** | **VAT, 21%** | **Revenue excl. VAT, EUR** | **Proportion of production, %** |
| January | 1639 | 317,890 | 55,171 | 262,719 | 12% |
| February | 2167 | 441,137 | 76,561 | 364,576 | 16% |
| March | 2156 | 436,705 | 75,792 | 360,913 | 16% |
| April | 2496 | 539,885 | 93,699 | 446,186 | 18% |
| May | 2701 | 577,224 | 100,179 | 477,045 | 19% |
| June | 2708 | 593,035 | 102,923 | 490,112 | 20% |
| **Total** | **13,867** | **2,905,876** | **504,326** | **2,401,550** | 100% |

## Every table must be followed by an analysis and interpretation rather than a reproduction and repetition of the data included in the table.

## Tables shall not be excessively large or complex. It is better to form two or more tables instead of one large table. If the table exceeds 2/3 (two third) of a page it should be placed in the appendix.

## Tables should be formed proportionally and it is recommended to extend the table along its length rather than its width. Longer texts should be placed in rows and shorter texts in columns.

## It is not recommended to form a separate column for units and it is better to indicate the units next to the column headings.

## If the full name of statistical indicators is written for one indicator the same shall be used for all other indicators and if short forms or symbols the same shall be used for all.

## Tables shall not have blank row or column headings or empty cells with the exception of symmetrical data cells of correlation matrices. If there is no data the cell shall be filled with two dashes „ --”, and if the data is not available then three dots „ …”, and if there is no logical possibility of entering data then an „ X”.

## Any type of illustration – chart, diagram, cartogram or its fragment, drawing, photograph etc. – shall be considered a figure.

## Each figure shall be given a number and heading. Figure numbers shall be given numbers in ascending order using Arabic numerals from the beginning of the Paper or the beginning of a chapter.

## Figures shall be centred along the left and right margins.

## The figure number shall be written just under the figure in the centre after the word „Figure.” or „fig.”, in italics in Times New Roman, 12 pt. or Arial 11 pt.

## The heading of the figure shall be written below the number in bold Times New Roman, 12 pt., or Arial, 11 pt. just under the figure. A full stop is not required after the table heading.

## The figure shall be placed in the Paper immediately after its first mention in the text or as close as possible to it.

## Sample of a figure:



*Fig. 2.* **Production of construction materials (Vanags, 2010:188) 188)**

*Figure* 3.1. **Breakdown of production at SIA „Art Tech” for 1st half of 2014.**

## Figures shall be placed so that they are easily visible and the direction of the text in case of large texts shall be with a 900 rotation to the right.

## The illustrative materials shown in the figure should be explained by text that facilitates its understanding and furthers the perception of the material reviewed in the paper. The figure shall correspond to the text and shall append it harmoniously. Figures shall not repeat information shown in tables.

## Each figure shall have an appropriate heading and reference to sources of data used. A reference is not necessary if the figure has been designed by the author himself from primary data.

## Quantitative and qualitative statements that are symbolically precise and concise are shown as formulas.

## Formulas in the Paper should be written on a separate line in the middle using special programmes such as Equation or others. Formulas are followed by a comma.

## Formulas shall be numbered in Arabic numerals in ascending order from the beginning of the Paper. The numbers are in round brackets opposite the formula aligned to the right margin. The numbers are not followed by a full stop.

## If the formula is on several lines then the number shall be written on the last line. The explanations of each element/symbol of the formula are written on a new line with 1.25 cm indent from the right margin.

## The measurement units in the formula shall be written after their names or numerical expression in the text and the explanation of the formula indicators should be written in successive lines below the formula.

## Formulas in the Paper shall be placed immediately after its first mention in the text or as close as possible to it.

## Sample of formulas:

Working capital (EUR) = current assets – current liabilities (2)

$S=\sqrt{S^{2}}=\frac{\sqrt{\sum\_{i-1}^{n}\left(x- \overbar{x}\right)^{2} }}{n-1}$ , (5)

*S* – standard deviation,

*x* - value (variant),

$\overbar{x}$ – arithmetic mean,

n – number of values.

## References must be provided for formulas taken from literature or other sources.

## References in the text to the formula must be made by using the formula number in round brackets. For example: „Working capital is an important financial indicator which can be calculated according to formula (2)” or „Using formula (5) we can calculate…”.

# Numbering and bullets

## Pages must be numbered at the top or the bottom in the centre with Arabic numerals without points or other punctuation marks.

## The title page need not be numbered but must be taken into account while numbering the Paper.

## The text in chapters and sub chapters must be numbered with consecutive numbering.

## Chapters and other parts of text must be numbered as follows:

* + 1. 1., 2., 3. etc. for chapters ;
		2. 1.1., 1.2., 1.3. etc. for first level sub chapters;
		3. 1.1.1., 1.1.2., 1.1.3. etc. for second level sub chapters.

## It is allowed to use Numbering and *Bullets* at different list levels in the *Paper*. Numbered or bulleted text must start with 1.25 cm indent from the left margin.

## Numbered and bulleted lists shall not exceed more than half a page.

## All items/lists used in the Paper as well as conclusions and recommendations are numbered.

# References to literature and text elements

## All citations, references and concrete information (figures, statements, conclusions etc.) used in the paper that are not formulated or calculated by the author shall be followed by a reference to the source (books, papers, legislative enactments, reports, editions, serial issues, sound recordings etc. that contain the information).

## Reference (the use of a source in the *Paper*) shall be made if the text used in the *Paper* is a citation, statistical data, tables, figures, formulas of other authors, opinions or statements made by other persons, mentions of research or articles by other people, paraphrasing words of other people etc. A unified single style of references should be used throughout the *Paper*.

## Should another author or the text of another document be quoted, the quotation must be enclosed in quotation marks and the author and source of the quotation must be indicated:

* + 1. Reference shall indicate the page number in the original source from where the text was quoted or paraphrased;
		2. If the text has been only paraphrased then quotation marks need not be used and reference should indicate the source and the page in the *Paper* where paraphrased so as to distinguish it from the author’s own opinions.

## References can be used in the Paper:

* + 1. in brackets after the text (at the end of the sentence or paragraph) indicating the author of the source (without initials), year of publication and page number (for legal enactments - name of the enactment, date of adoption and clause);
		2. on each page as footnotes indicating a full reference to the author,year of publication, title, publisher (or internet address with retreival date) and page number (for legal enactments - name of the enactment, date of adoption, place and time of publication and clause) Footnotes are allowed only in Papers of students of the Faculty of Law;

## While using footnotes students of the Faculty of Law shall indicate the author in the same manner as in the list of literature but instead of the total number of pages in the source shall mention the exact page number from where the information was taken(for legal enactments - the precise clause).

## Please refer to *appendix 11* for samples of references in brackets after the text.

## If a source is used repeatedly several times in the same page, starting from the second time (if the reference is included in the footnote immediately after the reference to which it concerns) the word “ibid” can be used with tan indication to the page or clause.

## Should a reference to any text element be included, such terms as “expression”, “formula”, “causation”, “fig.” (abbreviation for “figure”) and “tab.” or “table” (if only one unnumbered table is included in the text) must be used fol­lowed by the number of the corresponding element. E.g.: Tab. 2 demonstrates…, Fig. 5 shows…, … in accordance with Formula (7) … etc.

## Repeated references to text elements shall be placed in round brackets with the word "refer" or "cf." and the corresponding number. cf. fig.2.4. ), (cf. table 16. ), (cf. formula 2) or (cf. appendix) etc.

## If a sample of the precise layout for references is not provided in theses regulations, students have the right to interpret the regulations at their discretion and formulate a logically understandable reference.

# Number of Scientific publications to be used in *Papers*

## Types of scientific publications: Articles published in scientific journals in printed form or on the Internet, scientific books, peer reviewed editions and publications, publications in conference proceedings, articles or chapters in proceedings or books, published conference/meeting abstracts, scientific editions, research reports and presentations, inventions published, monographs and collective monographs.

## The minimum number of scientific publications used in Papers shall be:

* + 1. Study papers for the first study year – at least five sources;
		2. Study papers for the second study year - at least ten sources;
		3. Study papers for the third study year - at least fifteen sources;
		4. Qualification papers – at least fifteen sources;
		5. Bachelor theses– at least twenty sources;
		6. Master’s theses– at least thirty sources;
		7. Doctoral theses– at least hundred and fifty sources.

# List of literature and sources used

## The list of literature and sources should only include those literature and sources that have been used in the *Papers* and to which references have been provided.

## The list of literature and sources are divided into two groups:

* + 1. **Published materials** (monographs, scientific articles, conference proceedings, books, internet sources and other published materials);
		2. **Unpublished materials** (investigative materials, interviews, surveys, plans drawn by working committees, internal documentation of enterprises and other unpublished materials).

## The list of literature in Papers of students of the Faculty of Law are divided into four groups:

* + 1. literature,
		2. international, EU, national legislative enactments,
		3. court practice, case law,
		4. Practice materials:

## The list of literature shall be compiled in alphabetical order. First of all the literature is listed according to the Latin alphabet irrespective of the language. Then using Cyrillic alphabet or any other alphabet thereby forming a separate section for each alphabet. The whole list should be numbered consequently irrespective of the alphabet.

## The source must be mentioned in the language that the student has read/used it.

## Refer to *Appendix 12* for the list of literature and sources.

# Abbreviations and use thereof

## It is allowed to use abbreviations and symbols in *Papers.* They could be traditional (for example – e.g., i.e., et. al., etc..) as well as those commonly used in the branch or the author’s own abbreviations. Abbreviations used should conform to generally acceptable grammatical rules and types foreseen in the legal enactments. Such abbreviations are useful to describe most frequently used terms, concepts and phenomena as well as for analytical description of survey/research results, review of tables and diagrams.

## If necessary the list of abbreviations and frequently used terms in the *Paper* is attached on a separate sheet. If there are just a few abbreviations or terms then a separate list is not necessary for their explanation and the explanations can be provided in brackets (hereinafter - BAT) immediately after the first time the term appears in the *Paper*.

## The list of abbreviations and acronyms is compiled if there are more than 10 such cases. Otherwise the author can decide himself/herself whether and in what manner to use the aforesaid abbreviations. The list of abbreviations and acronyms is listed in alphabetical order.

## Should the Papers to be submitted contain any repetitive words, phrases or names, the use of their contracted form shall be permissible subject to an initial mention of these units in full followed by an indication of the contracted form in brackets: .....Ministry of foreign affairs (hereinafter - MFA ) or Turiba University (hereinafter- TU).

## If a list of abbreviations is compiled the abbreviations shall be used in the text in italics.

# Format of Appendices

## The Appendices shall contain calculation methodology, auxiliary tables, tables of standards, various visual aids and other reference and explanatory materials that may facilitate the understanding of the content of the paper and foster the proper assessment of the author’s effort.

## Large materials shall be folded to A4 format causing, however, no obstacle for binding. The left hand margin shall be retained for binding; the folds shall be no nearer to the remaining three sides than 5 mm to prevent them from being cut. After folding and binding, the right side of the top of the page must still be clearly visible.

## Materials enclosed in the Appendices must be numbered at the top right corner using Arabic numerals in ascending order in *(italics)Times New Roman 12 pt. or Arial* 11 pt., e.g.: Appendix 1.

##  The title of the Appendix shall be indicated in bold Times New Roman, 12 pt. or Arial, 11 pt. in the right corner below the number with a line spacing of 1 line. The title of the Appendix must be displayed in such a manner that it can be read after the folding of sheet.

## Appendices shall be separated from the rest of the paper by a separate page titled “Appendices” with font size 18.

## If there are many Appendices, they shall be bound separately and the pages shall be numbered as in any independent publication. If there are any long tables in the appendices that are more than a page long they should be divided in logically and consequently numbered, e.g. Appendix 1, 2 page The heading of tables and symbols shall be as previously stated.

## It should be taken into consideration that only materials (or parts) directly related to the research may be attached as appendices and materials that were collected but have no bearing on the research may not be attached.

# Binding the paper and submitting the electronic version

## The qualification papers, academic and professional bachelor theses and master theses shall be bound in hard cover whereas other Papers can be bound in soft cover The Paper shall be submitted in one copy.

## The student shall upload the electronic version of the Paper in Word or pdf format on the BATIS system before submitting the Paper.

## The visual formatting of the cover of the Paper is not strictly regulated.

## The student with the submission of his/her Paper agrees to the fact that the *Paper* shall be stored in an internal database that is only available to the advisor and reviewers and for checking whether or not the Paper is a plagiarism. The database is only used to prevent any kind of plagiarism and *Papers* or parts of it shall not be made accessible publicly.

# Special requirements for doctoral theses

## Doctoral theses shall conform to the following criteria:

* + 1. The author of the doctoral thesis has justified the choice of the topic, defined the aims and tasks of the research, characterised the scientific achievements in the research and the methods used, described as well as discussed the results and concepts put forward in the work and summarised them in the conclusions and recommendations put forward for defence;
		2. The scope of the doctoral thesis conforms to the requirements set for the defence of doctoral theses by the doctoral council in the respective branches;
		3. Modern day data processing and analysis methods have been used;
		4. The results of the doctoral research have been published in scientific journals or the relevant intellectual property has been patented;
		5. The research results have been presented in international scientific conferences or seminars;
		6. The research is not falsified or plagiarised and no other kind of unethical violations have been carried out.

## Each chapter of the doctoral research shall reflect one aspect of the research but shall be logically and organically consistent with the rest of the chapters. Each chapter shall end logically and the main concepts shall be summarised in a conclusion made at the end of the chapter. It is recommended to also introduce the problems or aspects that would be reviewed in the next chapter at the end of the chapter thereby ensuring a logical continuation/transition;

## Synopsis:

* + 1. Synopsis is a short description of the doctoral thesis which reviews the topicality of the topic aims and tasks of the research, research methodology and methods, scientific novelty and main results, practical application of the doctoral research, publications, structure and layout of the doctoral thesis as well as provides a short review of separate chapters of the doctoral thesis; the synopsis shall end with conclusions and recommendations and the thesis put forward for defence. The author can include acknowledgements if he/she so wishes;
		2. The synopsis shall be in Latvian and English; the desired length of the synopsis in each language is from 15 to 20 pages (40000 – 80000 characters), preferably in A5 format.

## The synopsis shall include:

* + 1. Title page (appendix 6), which shall contain the title of the doctoral thesis, type of thesis (dissertation, monograph, collection of publications), name and surname of the author, branch and sub branch of science, degree to be awarded, name of the higher education institution/faculty and year of submission of the thesis;
		2. Second page (appendix 7), which shall contain the duration and place of compilation and approbation/testing of the doctoral thesis, name and surname, degree and academic title of the scientific advisor and reviewer, date and place of defence of the doctoral thesis;
		3. Topicality of the chosen topic;
		4. Goals and tasks of the doctoral research;
		5. Research limitations;
		6. hypothesis / hypotheses or research question/questions;
		7. theoretical and methodological base for the doctoral thesis;
		8. research methods used;
		9. novelty of the research;
		10. the scope and structure of the thesis;
		11. theoretical and practical significance of the doctoral research and the approbation/testing of the results;
		12. list of scientific publications related to the doctoral research carried out;
		13. information on scientific conferences and seminars where the research results were disseminated and published;
		14. data on scientific projects carried out in relation to the present doctoral research;
		15. the main sources of scientific literature sources used in the doctoral thesis and the synopsis;
		16. short description of contents of the chapters of the doctoral thesis.
		17. Conclusions and recommendations:
		18. the theses put forward for defence;

## The synopsis shall be signed and duly dated by the candidate for the doctoral degree.

## Requirements for research paper to be submitted by applicants who wish to enrol for studies in doctoral study programmes:

* + 1. Length of the paper – 15 pages;
		2. The paper shall reflect the topicality of the doctoral research topic, the issues/ problems to be reviewed and the research goals;
		3. The paper shall be submitted to the director of the doctoral study programme.

Comes into force as of 1st September 2015..

With the adoption of these regulations the regulations on compilation and layout of doctoral theses approved by the senate meeting dated 30.03.2011, minutes No. 3 and decision of the Board No. 13 dated 07.04.2011 shall cease to be in force.

Vice rector for research and academic affairs I. Namatēvs

*Appendix 1*

# Sample of theme proposal for a study paper

Turiba University

Graudu street 68, Riga, LV - 1058

**(NAME OF THE DEPARTMENT)**

APPROVED by

Head of the department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Surname)  \_\_\_.\_\_\_\_\_\_\_\_\_. 201\_

THEME PROPOSAL FOR STUDY PAPER

**Study programme** (name of the programme)

\_\_ study year

Group \_\_\_\_\_\_\_\_\_ Student : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theme of the study paper:

Aims of the study paper:

Tasks:

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_. \_\_\_\_\_\_\_\_.201\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 *signature*

Deadline for submission of study paper: \_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .201\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Study paper advisor \_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_. \_\_\_\_\_\_\_\_. 201\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 *Signature*

Study Paper submitted at the Department \_\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_. 201\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (registered by the Department secretary)

Study paper presented/defended on: \_\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_. 201\_\_.

Assessment: \_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Committee:

Educator's surname signature

Educator's surname signature

Educator's surname signature

*Appendix 2*

# Theme application form for qualification papers, academic and professional bachelor theses and master’s theses

**Turiba University**

**Faculty of \_\_\_\_\_\_\_\_\_\_\_\_**

Theme application for

Qualification paper/Academic Bachelor thesis/Professional Bachelor thesis/Master’s thesis

**Student**

 (name, surname, telephone number)

**Group**

**Title of the paper**

Topicality of the theme

Aims of the paper\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hypothesis or research question\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tasks:

Plan:

Advisor

 (name, position, scientific/academic degree, telephone number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Advisor's signature)

\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_ 201

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature of student)

Theme and advisor approved.

\_\_\_\_\_\_\_\_\_\_\_\_ Head of the department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ Dean of the faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*Appendix 3*

# Theme proposal form for doctoral theses

**Turiba University**

**Faculty of \_\_\_\_\_\_\_\_\_\_\_\_**

APPROVED by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname

Doctoral study programme

Director

\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_ 201\_

**DOCTORAL THESIS**

**THEME PROPOSAL**

Short justification of topicality of doctoral thesis:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name, surname of student, personal ID)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature of student)

\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_ 201\_

I agree to be the advisor for the doctoral thesis (CV attached)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of advisor, position, scientific degree)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Advisor's signature)

\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_ 201\_

*Appendix 4*

# Sample of title page for study papers, practice reports and research papers

**Turiba University** [font14]

**(Name of the faculty)**[14]

**(Name, Surname of the author) [16]**

**(study course and group number) [14]**

**(TITLE OF THE PAPER) [18]**

**Study paper/ Practice report/ Paper [16]**

**(Name of the department) [14]**

**Advisor: (name, surname, scientific degree, academic degree)[13]**

**Riga, 201\_ [12]**

*Appendix 5*

# Sample of title page

**Turiba University [ font 14]**

#### (Name, Surname of the author) [16]

**(TITLE OF THE PAPER) [18]**

**Qualification paper/Academic Bachelor thesis/Professional Bachelor thesis/Master’s thesis/ DOCTORAL THESIS [16]**

**Study programme (name of the programme) [14]**

**Author:** ***(signature, date)*** **(name, surname) [13]**

**Advisor:** ***(signature, date)*** **(name, surname, degree) [13]**

**Riga, 201\_ [12]**

*Appendix 6*

# Sample of title page for synopsis of doctoral thesis

**Sample of title page and first page**

**Turiba University**

#### (Name, Surname of the author)

**SYNOPSIS OF THE DOCTORAL THESIS**

(**TITLE OF DOCTORAL THESIS IN LATVIAN)**

**(TITLE OF DOCTORAL THESIS IN ENGLISH)**

**Study programme: \_\_\_\_\_\_\_\_\_\_\_\_**

**for award of doctoral degree**

**in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Science**

**sub branch \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Riga 201\_\_\_**

 *Appendix 7*

# Sample of layout of first page of doctoral thesis



Advisor:

Dr. \_\_\_: *(****name, surname****)*

Doctoral consultant (if any):

Dr. \_\_\_: *(****name, surname****)*

Official reviewers:

Dr. \_\_\_: *(****name, surname****)*

Dr. \_\_\_: *(****name, surname****)*

Dr. \_\_\_: *(****name, surname****)*

The defence/presentation of the doctoral thesis shall be held at the public sitting of the doctoral council of Turiba University for \_\_\_\_\_\_\_\_\_\_\_\_ science at \_\_:\_\_, on \_\_\_.\_\_\_\_\_\_\_\_.201\_ at the Faculty of \_\_\_\_\_\_\_, Turiba University, Graudu street -68, Riga, Room No. \_\_\_\_\_\_.

The doctoral thesis and synopsis can be reviewed at the library of Turiba University, Graudu street 68, Riga.

Chairperson of the doctoral council for \_\_\_\_\_\_\_\_\_\_\_ sciences:

Dr. \_\_\_: *(****name, surname****)*

Secretary of the doctoral council for \_\_\_\_\_\_\_\_\_\_\_\_\_ sciences:

Dr. \_\_\_: *(****name, surname****)*

**© Name, surname**, 201\_\_

**© Turiba University, 201\_\_**

*Appendix 8*

# Sample of assurance of independent research carried out by the student

This page is placed after the list of literature and sources or in the appendices (if any).

 I, **\_\_\_\_\_\_\_\_\_\_\_\_\_** the author of this paper hereby testify with my signature that I have compiled this paper independently and have provided references for all information sources used herein.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature

 \_\_\_\_\_\_\_\_\_\_\_\_ 201

*Appendix 9*

# Sample of form attesting presentation of paper to State Examination Committee

This page is placed after the assurance of independent research.

Academic Bachelor's thesis/ Professional Bachelor's thesis/Master's thesis presented to the State Examination Committee

\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_ 201

State Examination Committee record No. \_\_\_\_\_\_\_\_\_\_\_\_

Committee Secretary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ name surname

\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature

*Appendix 10*

# Sample of form attesting presentation of paper to State Examination Committee

This page is placed after the assurance of independent research.

Qualification paper presented to the State Examination Committee

\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_ 201

State Examination Committee record No. \_\_\_\_\_\_\_\_\_\_\_\_

Committee Secretary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ name surname

\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature

*Appendix 11*

# Sample of References

The following principle must be followed for references - reference shall indicate the surname of the author (authors), year of publication and usually the page or pages. It is not necessary to indicate the name or initials of the author

References to authors in the *Paper* shall be given as follows:

* the name of author should be given in brackets and if the name of the author is not known then the name of the publication and publication year, page/pages, e.g. (Lūka, 2015: 230-231; Culinary Porvoo, 2006);
* if there are two authors the names of both authors shall be mentioned, e.g. (Brencis & Ozols, 2010: 32)
* If the source has three, four or five authors then the surnames of all the authors and the year of publication shall be indicated at the first point of reference, e.g., (Namatēvs, Dubkēvičs, Barbars, Majors, 2013: 15), but on later occasions the surname of just the first is mentioned followed by et.al., e.g., (Namatēvs et.al., 2013: 19)
* If the source has six or more authors then the surname of the first author followed by et. al. and the year of publication shall be mentioned;
* If the reference consists of several sources the sources shall be indicated in chronological order starting from the oldest and shall be separated by a semi colon, e.g. (Bourgine & Jeffrey, 2006: 38; Hommes, 2013: 109; Jeschke & Mahnke, 2013; 33);
* references to more than one work by the same author shall be separated by semi colon, e.g. (Zariņa, 2012: 27; 2014: 139)
* If reference is given to one and the same author who had several publications the same year then letters a, b, c, etc shall be used to distinguish the sources, e.g., (Veikða, 2012a: 120-127; 2012b: 32; 2014: 27-30);
* If several authors have one and the same surname then initials of the authors shall be indicated in the reference; e.g. (Mainzer K., 2009:67; Mainzer J., 2014:254);
* If the year of publication of the source is not known the abbreviation b.g. is used, if the name is not known then b.n., and the place is not known then b.v., e.g. (ISMA, b.g.);
* If the author’s work is quoted or paraphrased from sources accessible on the internet then a similar reference to that of a literature source should be given (Načisčionis, 2014: 75) or (Biznesa augstskola Turība, 2013);
* if internet sources are used in the paper and the author is not known then the reference shall be made to the exact site where the work was published (Par augstskolu, 2015);
* for interviews and individual respondents reference shall be made as follows: (interview with Agita Doniņa, 13.12.2013.) or (interview with respondent A, 13.12.2013.);
* For focus group interviews: (1st focus group interview with *BAT* STF management, 13.12.2013.) or (1st focus group interview with enterprise X management, 13.12.2013.);

References to sources of law shall be given as follows:

* For Latvian legislative enactments – name, year of coming into force, clause (Civil procedural law,1998: 345)
* for legal enactments of other countries – name in original or in English, name of the country in English, year, clause (Law for the Protection of Copyright and Other Rights, Italy, 1941: 48)
* for international legal enactments – name, year of coming into force in the target country, clause, (Convention for the Protection of Human Rights and Fundamental Freedoms,1997: 69)
* for EU legislation– name, number, clause (Regulation 44/2001: 7.1.);
* for legislative enactments that are no longer in force: name, year of coming into force, clause, ceased to be in force (LPSR Civilkodekss, 1964: 487. Ceased to be in force).
* For court practice or case law– nameof the court, case number or parties involved, year (European Union Court, C-245/00, 2011); (Senate of the Supreme Court, Civil Department, SKC-534, 2010).

*Appendix 12*

# Sample of List of literature and sources used

The types of literature sources (bibliographic references) and their layouts shall be in accordance with *Style APA Sixth edition* standards using *MS office Word Citations & Bibliography*

* for **books**: surname of the author, (a comma after the surname) initials of name, year of publication (in brackets) (full stop), name of the book (italics), edition (not necessary if it is the first), place of publication, publisher, total number of pages. e.g.

 Načisčionis, J. (2009). *Administratīvās tiesības.* Riga: Biznesa augstskola Turība, 470 p.

 Field, A.P., Forest, M., & Smith, J., (2009). *Field A.P. (2009).Discovering statistics using SPSS (3rd ed.).* London: Sage, 821 p.

* for **sections of the book**: surname of the author, (a comma after the surname) initials of name, year of publication (in brackets) (full stop), name of the section or article, name of the book (italics), edition (not necessary if it is the first), place of publication, publisher, total number of pages of article or section.

 Dimants A. (2009). Russian Mass Media in Latvia. *The “Humanitarian Dimension” of Russian Foreign Policy Toward Georgia, Moldova, Ukraine, and the Baltic States.* Riga: Centre for East European Policy Studies, pp. 180-190

* for **articles in journals or periodicals**: surname of the author, (a comma after the surname) initials of name, year of publication (in brackets) (full stop), name of the article, name of the journal/periodical (italics), edition/volume, total number of pages of article.

Holger, B. (2014). The European Patent with Unitary Effect*.* Biznesa augstskolas Turība zinātniskie raksti Acta Prosperitatis: 9.-24.

 If it is possible then the DOI number should be stated, e.g.:

 Landry, R. & Bourhis, R. Y. 1997). Linguistic landscape and ethnolinguistic vitality*.* *Journal of Language and Social Psychology,* 16(1), pp. 23-49. doi: 10.1177/0261927X970161002

* for **Internet sources**: author (team of authors), year, date and month in brackets, (if not mentioned then just the year), name , publisher, date when the source was retrieved (times) and full website address, e.g.

 Rēcs, A. (2010, 28.January). Latvija konstitucionālā krīzē? Retrieved 01.06.2015. from <http://diena.lv/lv/laikraksts/715720-latvija-konstitucionala-krize>

Collis, J. (2003). Directors` Views on Examption from Statutory Audit.Retrieved 01.06.2015. from <http://www.berr.gov.uk/files/file25971.pdf>

* **If the author of the Internet source is not known**:

SPSS Predictive Analytic solutions.(2014). Retrieved 01.06.2015. from

<http://www-01.ibm.com/software/analytics/spss/solutions.html>

APA reference style (2015). *Journal of APA*. Retrieved 16.06.2015. no

<http://linguistics.byu.edu/faculty/henrichsenl/apa/APA06.html>

* **Internet sources such as company websites:**

 SIA Ivars (2015). Company Vision. Retrieved 15.05.2015. from http://ivars/misija/4747

Par augstskolu. 2015). Turiba University website. Retrieved 01.06.2015. from <http://www.turiba.lv/lv/augstskola/par-augstskolu/451/>

ESP 2015 Price indices. Iegūts 14.05.2015. no <http://data.csb.gov.lv/pxweb/lv/ekfin/ekfin__ikgad__PCI/PC0010.px/table/tableViewLayout1/?rxid=cdcb978c-22b0-416a-aacc-aa650d3e2ce0>

* **If a scientific publication is quoted**:

Collis, J.& Jarvis, R. (2012). Financial information and the management of small private companies*.* Journal of Small Business and Enterprise Development, 9 (2) pp. 100-110 Retrieved 26.06.2015. from <http://emeraldinsight.com/10.1108/14626000210427357>

* If the publication has **two or three or more authors**, the authors should be mentioned in the same sequence as mentioned in the title page of the publication with commas:

 Melbārde, Z., Rozīte, M. & Zelča, L. (2010). *Pasaules ģeogrāfija vidusskolām 2. Mācību grāmata*. Riga: Zvaigzne ABC, 224lpp.

 Rosenthal, R., Rosnow, R.L. & Rubin, D.B. 2000). *Contrasts and effect size in behavioural research: a correlational approach.* Cambridge: Cambridge University Press. *356 p.*

* **If the author of the publication is not indicated** the bibliographical entry shall start with the name of the publication:

 *Lielie jautājumi zinātnē*. (2010) Sveina H. (red.). Riga: Avots, 324 pp.

* **If an editor is responsible for the publication** then he/she shall be mentioned with abbreviation (edt.).

 *Latvieðu-igauņu sarunvārdnīca*. (2010) Kalniņš H. (sast.). Riga: Avots, 175 lpp.

* The bibliographical entry **of conferences, seminars and other events** shall also contain: name of the conference, seminar or event, year and month/date:

 Ābeltiņa, A. (2010). Innovation and productivity. *Turiba University conference proceedings.* XI international scientific conference “Individual, society, country in modern day changing economic circumstances”, 23.03.2010., 82-89. Riga: Turiba University, 82-89. p.

* **Unpublished or internal information of the company**

 SIA Ivars (2015). Company development history -  internal information.

Legislative enactments:

* **Legislative enactments of the Republic of Latvia**: name, date of adoption, official source of publication (Latvijas Vēstnesis or Cabinet of Ministers report No.) and date, latest amendments;

Constitution of the Republic of Latvia. Adopted on 15.02.1922.. Published: Latvijas Vēstnesis, 01/07, 13.06.43. Last amendments 08.04.2009.

* **Legislative enactments of** **foreign countries**: name in English, country, name of the act in original language, date and place of adoption, official source of publication in the respective country (if known). Internet resources where the legal enactment is accessible can also be included.

Law for the Protection of Copyright and Other Rights Connected with the Exercise thereof (Italy), (Protezione del diritto d'autore e dialtridiritti connessialsuo esercizio).., 22.04.1941 Italy, Gazzetta Ufficiale della Republica Italiana, 16.07.1941, No. 166 & 16.12.1994, No. 293. Retrieved 12.06. 2015. from <http://www.wipo.int/clea/en/details.jsp?id=2475>

* **European Union legislative enactments**: type of enactment, name in English, date of adoption, number, EU Official organ number and page, date and page numbers

European Parliament and Council Directive 2004/48/EK (29th April 2004) on intellectual property rights. Published: Official organ L 157, 30.04.2004, 45.–86. pp.

* **International treaties:** name in English, country, date and place of conclusion of treaty, documents on Latvian accession, official source of publication (Latvijas Vēstnesis or Cabinet of Ministers report No., date). If Latvia has not joined the treaty then name can be shown in the original language, place and date of conclusion, source where the treaty is accessible.

Convention for the Protection of Human Rights and Fundamental Freedoms. Signed in Rome 04.11.1950. Latvia joined the treaty on 04.06.1997. Law „On European Convention for the Protection of Human Rights and Fundamental Freedoms 4th November 1950and its protocol 1st, 2nd, 4th, 7th and 11th protocol.”. Published: Latvijas Vēstnesis, 143/144, 13.06.1997.

* **Legal enactments that have ceased to be in force** should be additionally appended – *Ceased to be in force*.

Latvijas Padomju Sociālistiskās Republikas Civilkodekss. Adopted on 15.02.1963.. Published: Official texts with appendices,that have been included as clauses in systematised materials. LPSR Ministry of Justice. Rīga:  Riga: Avots, 1988 pp. 579 p. *Ceased to be in force.*

The list of legal enactments shall be made in such a manner:

* Legal enactments that are in force in a hierarchical order (Constitution, international agreements, laws, MK regulations etc.), further grouping them by chronological order;
* Legal enactments that have ceased to be in force indicating them by order of official publication;
* Foreign legal enactments, firstly according to the country then hierarchically and chronologically.
* It is not allowed to provide books and Internet resources as references for legal enactments that are in force. The name and source of official publication must be indicated;
* Drafts of legal enactments, various conceptions, programmes and commentaries on legal enactments are not legal enactments and shall be included in the list of literature if they had been published as separate publications or in the list of unpublished materials if they were from drafts worked out by working committees or during seminars or in the list of Internet resources if they are accessible on the Internet;
* References cannot be made to legal enactments on the Internet

Court practice and case law materials:

* Court judgements referred to in the *Papers*;
* Court judgements shall be grouped as follows 1) Latvian court judgements, 2) European Union court judgements , 3) International court judgements, 4) court judgements in foreign countries;
* Analysing court judgements the exact clause or page of the judgement which is being referred to shall be indicated.

At the end unpublished materials of organisations (companies, institutions) are added e.g.

Advertising brochure for 2014

Profit and loss statement for the year 2014, 2nd form

Operational report data for December 2014