

ADOPTED

At a Board meeting on 23 October 2024
LBTU Faculty of Economics and Social
Development

Latvia University of Life Sciences and Technologies
Faculty of Economics and Social Development



LBTU
Faculty of Economics and
Social Development

GUIDELINES FOR WRITING AND FORMATTING STUDENT
PAPERS

Methodological aid for ESAF students and academic personnel

Jelgava 2024

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INTRODUCTION

The guidelines are intended for LBTU ESAF students and faculty members to write and present student papers (reports, course papers, study projects, placement reports, graduation theses (bachelor or master theses) etc.). The guidelines cover only formal requirements for student papers and not issues related to the content of student papers.

The guidelines apply to student papers in both printed format and electronic format.

The guidelines are presented in accordance with the requirements set by this methodological aid. Citations and references are formatted in the Harvard style.

1. INITIAL PAGES OF A STUDENT PAPER

1.1. The title page

The title page is the first page of a paper. Depending on the type of student paper, the title page contains the following:

- 1) the name of the higher education institution (Latvia University of Life Sciences and Technologies);
- 2) the name of the faculty (e.g. Faculty of Economics and Social Development);
- 3) the name of the institute (e.g. Institute of Economics and Finance, Institute of Social and Human Sciences, Institute of Business and Management Science);
- 4) the name of the author (student) of the paper;
- 5) the title of the paper;
- 6) the kind of paper, e.g.:
 - a. a report in the course Sociology,
 - b. a course paper in Management,
 - c. a study project in Economics,
 - d. a placement report in Business and Management,
 - e. a thesis for obtaining a Professional Bachelor's Degree in Business and Management and a Professional Qualification of an Enterprise Manager,
 - f. a thesis for obtaining a Professional Master's Degree in Project Management,
 - g. a thesis for obtaining a Master of Social Sciences in Economics,
- 7) the author of the paper (space for a signature, name and surname, matriculation number);
- 8) the supervisor of the student (paper) (space for a signature, position, scientific degree, name and surname);
- 9) an advisor for the paper, if any (space for a signature, position, scientific degree, name and surname);
- 10) the director of the institute (space for a signature, position, scientific degree, name and surname) (only for graduation theses);
- 11) the place and the year (e.g. Jelgava 2024).

See Annex 1 for a sample title page.

1.2. A table of contents

A table of contents is created if the length of the main part of the paper is not less than 8 pages. The lengths of various student papers are specified in Table 1.1.

Table 1.1

Lengths of student papers computer typeset

No.	Kinds of student papers	Length up to the list of references, p.
1.	Study project	30-35
2.	Course paper	20
3.	Placement report	15-20
4.	Reports and other student papers	set by the responsible faculty member
5.	Bachelor thesis	50-55
6.	Master thesis	60-70

Source: based on the ESAF Guidelines for Writing and Formatting Student Papers.

The table of contents indicates all the components of the paper, from the Contents page to Annexes (see Annex 2). The wording of the chapter and subchapter headings must be identical in the table of contents and in the text. The unnumbered heading **CONTENTS** shall appear above the table of contents. It shall be in bold, capitalized (All Caps), 14-point font size (pt), Times New Roman font, 2 pt spacing after the heading (After 12 pt).

It is recommended to create a table of contents using the automatic content creation commands (instructions are available at: <https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0>).

2. FORMATTING TEXT AND VARIOUS OBJECTS

2.1. Page sizes

A paper must be written on A4 standard-size sheets (210 mm×297 mm). The student may choose to print the paper on one (Print One Sided) or both (Print on Both Sides) sides of the sheet. The entire paper may be printed on both sides of the sheet, except for the title page!

The sheet must have the following non-printable margins:

- left – 30 mm,
- right – 30 mm,
- top – 25 mm,
- bottom – 25 mm.

2.2. Pagination

The page count starts with the title page, yet the page number is not indicated on the first pages of the paper (title page, abstract (only for graduation theses), table of contents) but is included in the total page count. Page numbering starts with the next page after the table of contents. This requires using the Section break command (Layout/ Breaks/ Section break) and then removing the “link to previous” page (Header and Footer/ Navigation/ Link to Previous). Pages are numbered with Arabic numerals at the bottom of the page, centred. Page numbers shall be in Times New Roman, size – 12 pt.

2.3. Chapter and subchapter headings

Chapter headings (first-level headings) shall be centred and not indented from the margin of the page. Headings shall be **automatically numbered with Arabic numerals** (except for the abstract (only for graduation theses), the table of contents, abbreviations and symbols (only for graduation theses), the introduction, conclusions, proposals, the list of references and annexes), with a full stop after the number. **No full stop** shall be added at the end of the heading and the heading shall not be underlined. Chapter headings shall be in bold (Bold), capitalized (All Caps), font size 14 pt, Times New Roman font.

Each **chapter** shall start on a new page, with 12 pt spacing after the chapter heading (After 12 pt). It is useful to divide large chapters into subchapters. The number of chapters and subchapters is not prescribed, and it depends on the length and content of the paper,

but a **chapter should not have only one subchapter**. To avoid fragmentation, a subchapter may not be shorter than two pages.

Subchapter **headings** (second-level headings) shall be centred. The subchapter number shall include the chapter number and the sequential number within the chapter, e.g. 1.1, 1.2, 2.1, 2.2 etc. For subchapter headings, the font size shall be 12 pt, bold, Times New Roman. Spacing before the subheading 12 pt (Before 12 pt), after the subheading 6 pt (After 6 pt).

Subchapters do not have to start on a new page, yet the heading and at least two lines of the first paragraph of the subchapter text must appear on the same page.

2.4. Formatting the body text

The body text shall be in Times New Roman font, the font size – 12 pt, line spacing – 1,5. Paragraphs shall be justified on both sides (Justify). The first line of a paragraph shall be indented 1 cm (or 10 mm).

Bold, *italic*, underlined, etc. may be used to highlight individual text elements, yet this type of highlighting should be used consistently throughout the text, i.e. the same type of highlighting shall be used for the same type of information, e.g. words given in English should be italicised.

The decimal point may be a full stop or a comma, but must be the same throughout the paper.

The same bullets should be used throughout the text. In this case, the text that follows may be in the upper or lower case. If numbering items using a number and a full stop (in this case no colon is used and the text starts with a capital letter, placing a full stop at the end) or a number/letter with a parenthesis (in this case a punctuation mark (except a full stop) may or may not be placed before a numbered item; the text starts with a small letter and a comma or colon is placed between the numbered items).

The student is the author of the paper. Frequent use of the pronoun “I” and the first person verb is not desirable – the information could be presented without specifying a particular person, e.g. “The results of the study suggest that.....”. The form “the author believes”, “in the opinion of the author” may be used. The passive voice may be used, e.g. “the problem is researched”.

2.5. Tables

To make analytical information easier to understand, it is advisable to supplement the paper with tables and figures, but the same information may not be presented twice, i.e. the author must decide how to present the data and information – in tables or figures.

Every table shall be numbered within the chapter. The table shall be numbered with **two numbers** using Arabic numerals: the first number indicates the **number of the chapter**, while the second one – the **number of the table within the chapter**. The table number shall be placed above the table, intended right, e.g. Table 2.1. Every table shall be given a heading being appropriate for its content. The table heading shall be centred horizontally, sized 12 pt and bolded; it is placed in a new line and **no full stop** is placed at the end, with 6 pt spacing (After 6 pt). The text in the table header shall be centred and bolded (Bold).

The table heading shall answer the following questions: **What? Where? When?** and **In what units of measurement?** Measurement units and/or other elements of the table heading shall not be indicated if they are illogical (e.g. Table 2.1). If data in the table have various and different measurement units, no measurement units shall be indicated in the table heading; the measurement units shall be indicated in the row next to the indicator (e.g. Table 2.2). In the table heading, a measurement unit shall be separated by a comma.

If a table needs to be split and part of the table is carried over to the next page, the header of the table must be repeated on the next page (Layout/ Repeat Header Rows) (e.g. Table 2.3). The continuation of the table may be no less than two lines. If the header of the table is large, these rows must be numbered, using only these numbers in the continuation.

The font size in the table shall be 10-12 pt. The font size must be the same throughout the table. The table must have at least three rows and, if having quantitative figures, at least three columns.

The source of information shall be indicated for every table. The reference to the source shall be formatted as a citation (see Subchapter **2.9 Citations and references**). The reference shall be italicised, with a full stop at the end, font size 11 pt, 0 pt spacing before the reference (Before 0 pt), 6 pt spacing after the reference (After 6 pt).

A table shall be placed as close to the first reference to it as possible. An explanation of and conclusions drawn from the table's content shall be always provided in the text.

Giving an interpretation of the data in the table shall be an obligatory task of the author of the paper.

Examples of tables

Table 2.1

Aspects investigated in case studies of urban agriculture

Aspect group	Aspects	Research studies by
Operational aspects of the placement	location	Dorofieieva, Vugule, 2021; Zhou et al., 2023; Wittenberg et al., 2022
	duration of placement experience	Campbell et. al, 2022; Dorofieieva, Vugule, 2021; Wittenberg et al., 2022
	operational goals	Dorofieieva, Vugule, 2021; Caputo et al., 2023; Nowysz et al., 2022; Caldas, Christopoulos, 2023
	placement functions	D'Ostuni et al., 2022; Glaros et al., 2022; Simon, 2023; Aubry et al., 2012
	activities implemented during the placement	Clerino et al., 2023; Caputo et al., 2023; Aubry et al., 2012; Wittenberg et al., 2022
	placement finances	Dorofieieva, Vugule, 2021
Aspects of land resource characteristics	area managed	Campbell et. al, 2022; Dorofieieva, Vugule, 2021; Boros et al., 2022
	land use (owned or leased)	Campbell et. al, 2022
Aspects of agricultural production	types of production	Campbell et. al, 2022; Dorofieieva, Vugule, 2021; Aubry et al., 2012; Zhou et al., 2023
	farming technologies	Clerino et al., 2023; Wittenberg et al., 2022
	productivity indicators	Caputo et al., 2023

Source: author's own compilation.

Table 2.2

Number and proportion of economically active statistical units by size group in Latvia in 2020-2022

Size group	2020		2021		2022	
	number	proportion, %	number	proportion, %	number	proportion, %
Micro	161295	93.41	151562	92.82	159504	93.64
Small	9562	5.54	9898	6.06	9025	5.30
Medium	1592	0.92	1611	0.99	1564	0.92
Large	226	0.13	221	0.14	243	0.14
Total	172675	100.00	163292	100.00	170336	100.00

Source: (Central Statistical Bureau, [s.a.]b) and the author's calculations.

Source from Table 2.2 to be included in the list of references if created manually:

Central Statistical Bureau ([s.a.]b) Economically active enterprises of the market sector in regions, State cities and municipalities by size group according to the number of employees and main economic activity (NACE Rev. 2) 2020-2022 [online]. Available

at: https://data.stat.gov.lv/pxweb/en/OSP_PUB/START__ENT__UZ__UZS/UZS031 (accessed: 15 September 2024).

Source from Table 2.2 to be included in the list of references if created using the Word reference format (Harvard style):

Central Statistical Bureau, [s.a.]b. *Economically active enterprises of the market sector in regions, State cities and municipalities by size group according to the number of employees and main economic activity (NACE Rev. 2) 2020-2022*. [Online] Available at: https://data.stat.gov.lv/pxweb/en/OSP_PUB/START__ENT__UZ__UZS/UZS031 [Accessed 15 September 2024].

Table 2.3

Concentration coefficients for urban agriculture in cities in Latvia in 2013-2021

State city	Concentration coefficient			Absolute change, 2019-2021
	2013-2015 (base years)	2016-2018	2019-2021	
Riga	0.65	0.67	0.68	+ 0.03
Daugavpils	2.10	2.20	2.22	+ 0.12
Jekabpils	3.82	3.48	3.90	+ 0.08
Jurmala	0.79	0.93	0.76	- 0.03
Jelgava	1.70	1.81	1.73	+ 0.03

----- page number -----

State city	Concentration coefficient			Absolute change, 2019-2021
	2013-2015 (base years)	2016-2018	2019-2021	
Liepaja	1.74	1.45	1.29	- 0.45
Rezekne	2.93	2.85	2.95	+ 0.02
Valmiera	3.42	3.20	3.59	+ 0.17
Ventspils	1.61	1.77	1.75	+ 0.14

Source: author's calculations.

2.6. Figures

Illustrations – schemes, diagrams, drawings, maps etc. are called **figures**. A figure shall be placed in the paper as close to a reference to it in the text as possible. The figure shall be placed in a way so that it is easy to see it and read its text in the direction of reading or if the paper is rotated 90° clockwise.

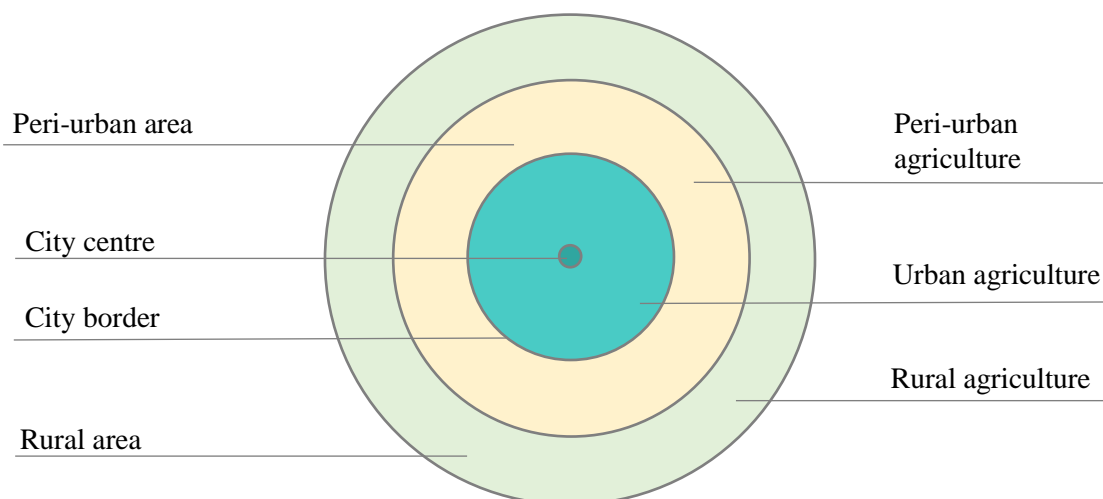
Figures shall be numbered with Arabic numerals within the chapter, for example, Fig. 2.1, Fig. 2.2. Every figure is given a caption, which is placed under the figure and centred, in the same line with the figure number; font size 12 pt, bolded; spacing 6 pt after the figure (After 6 pt). The figure caption shall answer the following questions: **What?**

Where? When? and In what units of measurement? Measurement units in the figure caption are separated by a comma (e.g. Fig. 2.3). Measurement units and/or other elements of the figure caption shall not be indicated if they are illogical (e.g. Fig. 2.1) and/or data in the figure have various and different measurement units (e.g. Fig. 2.2). **No full stop** is put at the end of the figure caption.

The numeric/letter size is 10-12 pt. Figures should avoid text; instead numbers and symbols need to be used with notes given below the figure. The font size for abbreviations and symbols shall be 10 pt. The figure shall be centred, with 6 pt spacing between the figure and the text (After 6 pt).

Every figure shall indicate its source, in initial type, with a full stop at the end. The font size shall be 11 pt and spacing before the source shall be 0 pt (Before 0 pt) and after the source 6 pt (After 6 pt). The source reference shall be put right below the figure as a citation (see Subchapter **2.9 Citations and references**). If digital tools such as Piktochart.com, Canva.com, Adobe Illustrator, draw.io etc. or generative AI tools have been used to create a figure, this should be indicated next to the figure reference (e.g. Fig. 2.4).

Examples of figures



Source: (Dobele, 2023).

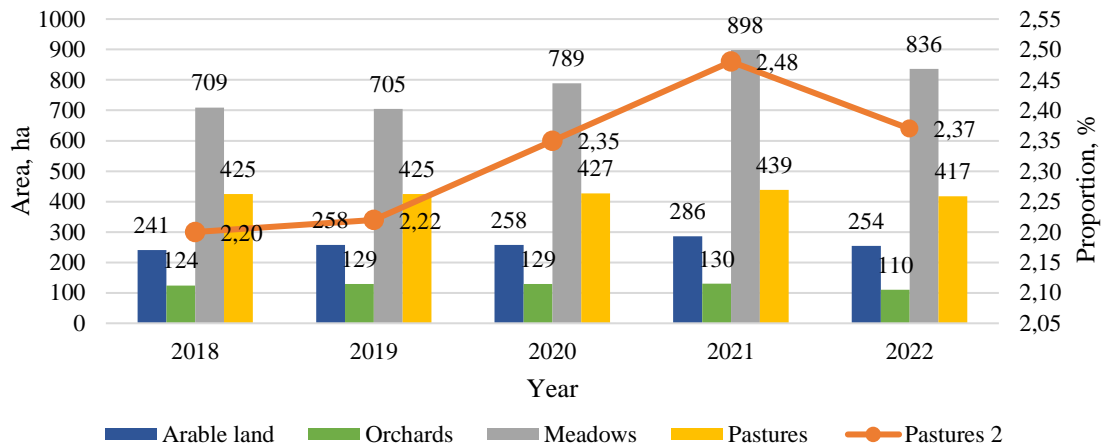
Fig. 2.1. Territorial division of agriculture in urban, peri-urban and rural areas

Source from Figure 2.1 to be included in the list of references if created manually:

Dobele, M. (2023) *The Concept, Potential and Development Prospects of Urban Agriculture in Latvia*: Doctoral thesis. Jelgava: LBTU.

Source from Figure 2.1 to be included in the list of references if created using the Word reference format (Harvard style):

Dobele, M., 2023. *The Concept, Potential and Development Prospects of Urban Agriculture in Latvia: Doctoral thesis*. Jelgava: LBTU.



Source: author's construction based on (State Land Service, 2020).

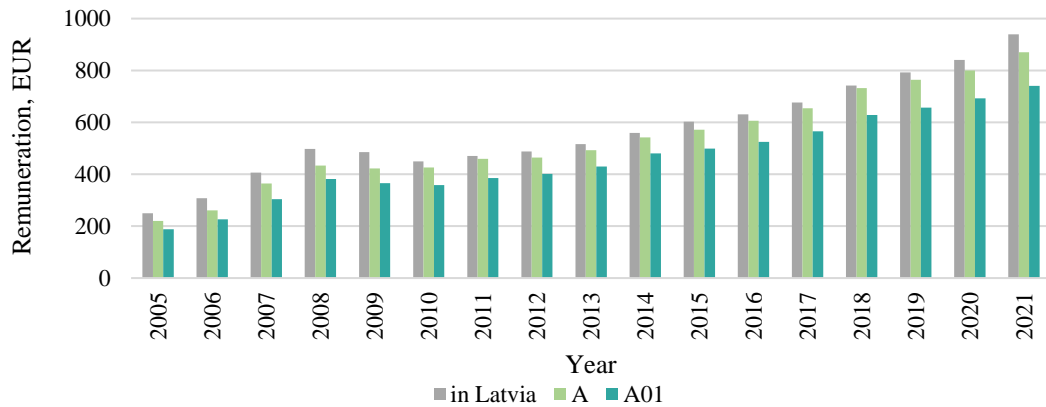
Fig. 2.2. Agricultural land areas and the proportions in State cities in Latvia in 2018-2022

Source from Figure 2.2 to be included in the list of references if created manually:

State Land Service (2020) Distribution of land use types [online]. Available at: <https://www.vzd.gov.lv/lv/zemes-sadalijums-zemes-lietosanas-veidos> (accessed: 12 October 2022).

Source from Figure 2.2 to be included in the list of references if created using the Word reference format (Harvard style):

State Land Service, 2020. *Distribution of land use types*. [Online] Available at: <https://www.vzd.gov.lv/lv/zemes-sadalijums-zemes-lietosanas-veidos> [Accessed 12 October 2022].



Notes: A – agriculture, forestry and fishing; A01 – crop and animal production, hunting and related service activities.

Source: author’s construction based on (Central Statistical Bureau, [s.a.]a).

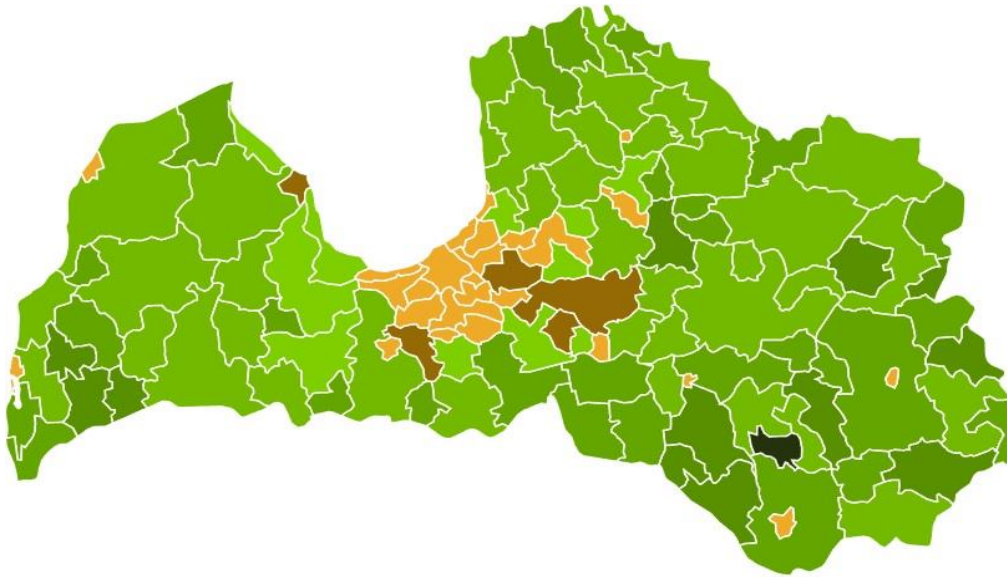
Fig. 2.3. Average monthly net remuneration of employees nationally and in the primary sector in Latvia in 2005-2021, EUR

Source from Figure 2.3 to be included in the list of references if created manually:

Central Statistical Bureau ([s.a.]a) Average monthly wages and salaries by kind of activity (in euro) 2005-2021 [online]. Available at: https://data.stat.gov.lv/pxweb/en/OSP_PUB/START_EMP_DS_DSV/DSV030/ (accessed: 15 November 2023).

Source from Figure 2.3 to be included in the list of references if created using the Word reference format (Harvard style):

Central Statistical Bureau, [s.a.]a. Average monthly wages and salaries by kind of activity (in euro) 2005-2021. [Online] Available at: https://data.stat.gov.lv/pxweb/lv/OSP_PUB/START_EMP_DS_DSV/DSV030/ [Accessed 15 November 2023].



Legends:

<i>LQ (location quotient) value ranges:</i>	>5	4.01 – 5.00	3.01 – 4.00	2.01 – 3.00	1.15 – 2.00	0.85 – 1.15	<1.00
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Source: author's construction based on the Piktochart.com template.

Fig. 2.4. Spatial distribution of bioeconomy concentration coefficients (LQ) in Latvia in 2019

2.7. Formulas

Formulas shall be numbered with Arabic numerals within the chapter.

The number of a formula shall be aligned right and placed in parentheses at the level of the lowest text line. The formula shall end with a comma. The size of letters, numerals and symbols shall be 12 pt. The formula shall be centred.

Formulas derived or created by the author shall be cited, e.g. „...formula (1.1) created by the author”.

If referring to a formula in the text, its number shall be indicated in parentheses, e.g. „... calculated according to the formula (2.1)”.

Formulas taken from the literature and other sources shall be referred to, e.g. “By employing statistical methods for expert evaluation, each factor’s average rating by the experts was calculated by Formula 2.1”.

Examples of formulas

$$\bar{v}_j = \frac{\sum_{i=1}^k v_{ij}}{k}, \quad (2.1)$$

where $\sum_{i=1}^k v_{ij}$ – sum of expert ratings;
 v_{ij} – j-th factor's rating by the i-th expert (on a scale of 100 points);
 k – number of experts. (Vasermanis, et al., 2004)

Source from Formula 2.1 to be included in the list of references if created manually:

Vasermanis, E., Krasts, J., Šķiltere, D. (2004) *Forecasting Methods*. 2nd edition. Riga: Publisher Education Steps.

Source from Formula 2.1 to be included in the list of references if created using the Word reference format (Harvard style):

Vasermanis, E., Krasts, J. & Šķiltere, D., 2004. *Forecasting Methods*. 2 ed. Riga: Publisher Education Steps.

2.8. Measurement units

The units of measurement of physical quantities and the derivatives and abbreviations in the SI system must be used in student papers. Abbreviated measurement units shall be placed after numerical values of quantities, in table column headings and in explanatory notes to formulae. In the text, abbreviated measurement units shall be written on the same line as the numerical value of the quantity. In abbreviated measurement units, a full stop shall not be used as an abbreviation sign. All compound measurement units shall be written on the same line, using a negative exponent, e.g. m s^{-1} or kg m^{-2} .

2.9. Citations and references

A citation is a short form of reference that allows us to identify the source of an idea or quotation, as well as the page where to find the idea or the quotation in the source. Any quotation, figure, formula, data, fact as well as findings and ideas of other authors shall be cited in any student paper. **Quotations shall be placed in quotation marks or italicised**, and the chosen quotation style must be the same throughout the paper.

A paraphrase of works by other authors shall not be put in quotation marks; yet, it has to be unbiased. Copying some text from a book as well as paraphrasing ideas expressed by other authors without making a citation of the source is not allowed. Upon establishing such a violation, a procedure established by *the LBTU Academic Integrity Regulation (2023)* is applied.

In student papers, references and citations to the literature and other sources of information should be formatted according to the **Harvard system (style)**, one of the

most widely used referencing and citation systems in the world. To make a reference or a citation, the Word formats could be used (*References/ Citations & Bibliography/ Style: Harvard*) (instructions available at: <https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5>). The Harvard style (Style: Harvard) is recommended. In the introduction to the paper, the student must indicate that the Word format for adding references has been used, specifying the style selected.

The guidelines give only a few examples of how to reference sources, while other examples can be found online, see the *Free Harvard Citation Generator* (available at: <https://www.citethisforme.com/citation-generator/harvard>) or the *Harvard Format Citation Guide* (available at: <https://www.mendeley.com/guides/harvard-citation-guide>).

Sources are cited in the text, as well as included in the list of references, using the **first element and date method** - the *author or title of the source and the year of publication* are given in parentheses at the end of the quotation. If the year is not given for the source, use [s.a.] in English or [o.J.] in German. If placing a citation at the end of a sentence, the full stop is placed **after the parentheses**.

If the author of the paper has conducted original research, e.g. a questionnaire survey, a SWOT analysis of an organization etc., then, when presenting the summarised results in tables or figures, the source is cited as follows: author's own compilation, author's construction, author's calculations etc.

If the paper uses generative AI tools to create text or other content, the paper should list the technologies applied and describe the application, e.g. what queries were raised for the AI solution, what the proposed output was, and to what extent it was used or processed. **The use of generative AI tools does not absolve the student from responsibility for plagiarism.**

Some examples of citations and references and a sample source to be included in the list of references are shown below.

Examples

If there are *several sources by the same author published in the same year* and the first element and the year of publication of two or more sources coincide, the year shall be followed by a lowercase letter of the Latin alphabet (a, b, c etc.), which shall also be added to the reference to the source in the list of references. In this case, the list of references is arranged alphabetically by the initial letter of the title of the source.

Citation examples

Text (Central Statistical Bureau, [s.a.]b).

Text ... (Central Statistical Bureau, [s.a.]a).

Sources to be included in the list of references if created manually:

1. Central Statistical Bureau ([s.a.]a) Average monthly wages and salaries by kind of activity (in euro) 2005-2021 [online]. Available at: https://data.stat.gov.lv/pxweb/en/OSP_PUB/START_EMP_DS_DSV/DSV030/ (accessed: 15 November 2023).
2. Central Statistical Bureau ([s.a.]b) Economically active enterprises of the market sector in regions, State cities and municipalities by size group according to the number of employees and main economic activity (NACE Rev. 2) 2020-2022 [online]. Available at: https://data.stat.gov.lv/pxweb/en/OSP_PUB/START_ENT_UZ_UZS/UZS031/ (accessed: 15 September 2024).

Sources to be included in the list of references if created using the Word reference format (Harvard style):

1. Central Statistical Bureau, [s.a.]a. *Average monthly wages and salaries by kind of activity (in euro) 2005-2021*. [Online] Available at: https://data.stat.gov.lv/pxweb/lv/OSP_PUB/START_EMP_DS_DSV/DSV030/ [Accessed 15 November 2023].
2. Central Statistical Bureau, [s.a.]b. *Economically active enterprises of the market sector in regions, State cities and municipalities by size group according to the number of employees and main economic activity (NACE Rev. 2) 2020-2022*. [Online] Available at: https://data.stat.gov.lv/pxweb/en/OSP_PUB/START_ENT_UZ_UZS/UZS031/ [Accessed 15 September 2024].

If the book has two authors, the citation and reference must indicate both authors and the year of publication.

Citation examples

Text (Mitchell & Thomson, 2017).

Sources to be included in the list of references if created manually:

Mitchell, J.A. and Thomson, M. (2017) *A guide to citation*. 3rd ed. London: London Publishing.

Sources to be included in the list of references if created using the Word reference format (Harvard style):

Mitchell, J. A. & Thomson, M., 2017. *A guide to citation*. 3rd ed. London: London Publishing.

If the book has **three or more authors**, the citation and reference shall indicate the first of the authors (first element) as they appear on the title page, followed by “**et al.**” and the year of publication. If the source is in German, it is “**u.a.**”

Citation examples

Text (Vasermanis, et al., 2004).

Sources to be included in the list of references if created manually:

Vasermanis, E., Krasts, J., Šķiltere, D. (2004) *Forecasting Methods*. 2nd edition. Riga: Publisher Education Steps.

Sources to be included in the list of references if created using the Word reference format (Harvard style):

Vasermanis, E., Krasts, J. & Šķiltere, D., 2004. *Forecasting Methods*. 2 ed. Riga: Publisher Education Steps.

If there is a **quotation**, the quoted part shall be separated from the rest of the text by quotation marks or the quotation shall be italicised and the page of the quotation shall be indicated after the year of publication.

Citation and quotation examples

As pointed out by H. Gudjons (1998, p. 256), *learning is too large a process to be fully explained by a single didactic model.*

or

As pointed out by H. Gudjons (1998, p. 256) „learning is too large a process to be fully explained by a single didactic model”.

or

Learning is too large a process to be fully explained by a single didactic model (Gudjons, 1998, p. 256).

Sources to be included in the list of references if created manually:

Gudjons, H. (1998) *Basic Knowledge of Pedagogy/ Herberts Gudjons*; [ed.: Zane Senkova]. Riga: Zvaigzne ABC.

Sources to be included in the list of references if created using the Word reference format (Harvard style):

Gudjons, H., 1998. *Basic Knowledge of Pedagogy/ Herberts Gudjons*; [ed.: Zane Senkova]. Riga: Zvaigzne ABC.

For sources in other languages, e.g. German, see an example below.

Example

W. Jank and H. Meyer (Jank & Meyer, 2002, p. 98) pointed out that *since the 1920s, many didactic theories and models have been developed in Germany.*

Sources to be included in the list of references if created manually:

Jank, W., Meyer, H. (2002) *Didaktische Modelle*. 5. red. Berlin: Cornelsen-Scriptor.

Sources to be included in the list of references if created using the Word reference format (Harvard style):

Jank, W. & Meyer, H., 2002. *Didaktische Modelle*. 5 ed. Berlin: Cornelsen-Scriptor.

In-text citations to *laws and other legal documents* shall be made employing the first element and date method, i.e. the first three words of the source and the year of adoption. If the first two words and the years of several sources are the same, the year shall be followed by a lowercase letter of the Latin alphabet (a, b, c etc.), which shall also be added to the source included in the list of references.

Citation examples

Text (Labour Law, 2001).

Text (Procedures by which State..., 2005).

Sources to be included in the list of references if created manually:

1. *Labour Law* (2001): Law of the Republic of Latvia [online]. Available at: <https://likumi.lv/ta/en/en/id/26019-labour-law> (accessed: 12 October 2023).
2. *Procedures by which State Earmarked Subsidies are to be Granted to Local Governments for Solving Apartment Matters* (05/04/2005). Cabinet Regulation No. 237 [online]. Available at: <https://likumi.lv/ta/en/en/id/105785-procedures-by-which-state-earmarked-subsidies-are-to-be-granted-to-local-governments-for-solving-apartment-matters> (accessed: 1 October 2024).

Citation examples

Text (Saeima, 2001).

Text (Cabinet of Ministers, 05/04/2005)

Sources to be included in the list of references if created using the Word reference format (Harvard style):

1. Saeima, 2001. *Labour Law: Law of the Republic of Latvia*. [Online] Available at: <https://likumi.lv/ta/en/en/id/26019-labour-law> [Accessed 12 October 2023].
2. Cabinet of Ministers, 05/04/2005. *Procedures by which State Earmarked Subsidies are to be Granted to Local Governments for Solving Apartment Matters: Cabinet Regulation No. 237*. [Online] Available at: <https://likumi.lv/ta/en/en/id/105785->

procedures-by-which-state-earmarked-subsidies-are-to-be-granted-to-local-governments-for-solving-apartment-matters [Accessed 1 October 2024].

Citations and references to *Internet sources*.

Citation examples

Text (Ministry of Welfare, 2020).

Text (European Commission, 2021).

Sources to be included in the list of references if created manually:

1. Ministry of Welfare (2020) *State pensions* [online]. Available at: <https://www.lm.gov.lv/en/state-pensions-0> (accessed: 12 October 2023).
2. European Commission (2021) *Delivering the European Green Deal* [online]. Available at: https://ec.europa.eu/info/publications/delivering-european-green-deal_en (accessed: 17 March 2023).

Sources to be included in the list of references if created using the Word reference format (Harvard style):

1. Ministry of Welfare, 2020. *State pensions*. [Online] Available at: <https://www.lm.gov.lv/en/state-pensions-0> [Accessed 12 October 2023].
2. European Commission, 2021. *Delivering the European Green Deal*. [Online] Available at: https://ec.europa.eu/info/publications/delivering-european-green-deal_en [Accessed 17 March 2023].

2.10. The list of references

The sources included in the list of references are listed alphabetically – first in the Latin alphabet and then in the Cyrillic alphabet –, according to the author's surname or the title of the source. Different works by the same author are listed in alphabetical order by title. Materials retrieved from the Internet are listed in the same way as research papers.

The list of references shall be compiled and formatted according to the **Harvard system**. If the student uses a Word format for adding citations and references (*References/Citations & Bibliography/ Style: Harvard*), the list of references could be created automatically (instructions available at: <https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5>).

The guidelines give only a few examples of how to reference sources, while other examples can be found online, see the *Free Harvard Citation Generator* (available at:

<https://www.citethisforme.com/citation-generator/harvard>) or the *Harvard Format Citation Guide* (available at: <https://www.mendeley.com/guides/harvardcitation-guide>).

Books

The sequence of bibliographical components: Author surname, initials (year) *Title of the Monograph*: other details. Contributors. Place of publication: publisher.

The other details might include: research paper collection, international conference proceedings, teaching aid, textbook, etc. The title of the main work is italicised.

Examples

Sources to be included in the list of references if created manually:

1. Dobeles, M. (2023) *The Concept, Potential and Development Prospects of Urban Agriculture in Latvia*: Doctoral thesis. Jelgava: LBTU.
2. Jank, W., Meyer, H. (2002) *Didaktische Modelle*. 5. red. Berlin: Cornelsen-Scriptor.
3. Vasermanis, E., Krasts, J., Šķiltere, D. (2004) *Forecasting Methods*. 2nd edition. Riga: Publisher Education Steps.

Sources to be included in the list of references if created using the Word reference format (Harvard style):

1. Dobeles, M., 2023. *The Concept, Potential and Development Prospects of Urban Agriculture in Latvia: Doctoral thesis*. Jelgava: LBTU.
2. Jank, W. & Meyer, H., 2002. *Didaktische Modelle*. 5 ed. Berlin: Cornelsen-Scriptor.
3. Vasermanis, E., Krasts, J. & Šķiltere, D., 2004. *Forecasting Methods*. 2 ed. Riga: Publisher Education Steps.

Component of a publication (a chapter of a book or a monograph, a paper from a collection of research papers or conference proceedings)

The sequence of bibliographical components: Author surname, initials (year) “Title of a (component)” In: Chief contributor (author). *Title* (of the main publication): other details. Place of publication: publisher, page numbers.

If a *section of a book* is referenced, a comma is put before the page numbers. A monographic section shall be separated from the main publication (monograph, conference proceedings) by the preposition “In” or its translations in other languages. The title of the main publication shall be italicised.

Examples

Sources to be included in the list of references if created manually:

Kalkis, H., Vilka, L., Līcīte-Ķurbe, L., Trapenciere, I., and Urbāne, M. (2021) “Challenges for Social Enterprises in Latvia” in Defourny, J., Nyssens M. (eds.) *Social Enterprise in Central and Eastern Europe: Theory, Models and Practice*. New York: Routledge, pp. 102-123.

Sources to be included in the list of references if created using the Word reference format (Harvard style):

Kalkis, H. et al., 2021. Challenges for social enterprises in Latvia. In: J. Defourny & M. Nyssens, eds. *Social Enterprise in Central and Eastern Europe: Theory, Models and Practice*. New York: Routledge, pp. 102-123.

Section of a serial publication (proceedings, journal, magazine, newspaper). An article from a periodical.

The sequence of bibliographical components: Author surname, initials (year) Title (of the section): other details. *Title* (of the main publication): other details, issue number, date, page number(s).

Examples

Sources to be included in the list of references if created manually:

Paper in a journal

1. Hernández, P. A., Galli, F., Prosperi, P., Šūmane, S., Duckett, D., and Almaas, H. E. (2021) Do small food businesses enable small farms to connect to regional food systems? Evidence from 9 European regions, *Global Food Security*, 29, <https://doi.org/10.1016/j.gfs.2021.100505>

Article in a magazine or a newspaper

2. Mitchell, J.A. (2017) ‘Changes to citation formats shake the research world’, *The Mendeley Telegraph* (Weekend edition), 6 July, pp. 9-12.

Sources to be included in the list of references if created using the Word reference format (Harvard style):

Paper in a journal

1. Hernández, P. A. et al., 2021. Do small food businesses enable small farms to connect to regional food systems? Evidence from 9 European regions. *Global Food Security*, Volume 29.

Article in a magazine or a newspaper

2. Mitchell, J. A., 2017. Changes to citation formats shake the research world. *The Mendeley Telegraph* (Weekend edition), 6 July, pp. 9-12.

Electronic resources

The sequence of bibliographical components: *Title* [platform or material]: other details. Publication. Place of publication: publisher, date. Total number of pages. Access data [source access date]. Available at.

Publication. Place of publication: publisher, date. Total number of pages. – this information shall be specified if available. [...] – brackets shall be used if the author wants to add his/her comment to the reference, to add something that had not been taken from the source itself. For example, [s.a.] means that no year of publication is specified for the source. [online] indicates that the material was viewed online on the Internet instead of in printed format.

Examples

Sources to be included in the list of references if created manually:

1. Ministry of Welfare (2020) *State pensions* [online]. Available at: <https://www.lm.gov.lv/en/state-pensions-0> (accessed: 12 October 2023).
2. European Commission (2021) *Delivering the European Green Deal* [online]. Available at: https://ec.europa.eu/info/publications/delivering-european-green-deal_en (accessed: 17 March 2023)

Sources to be included in the list of references if created using the Word reference format (Harvard style):

1. Ministry of Welfare, 2020. *State pensions*. [Online] Available at: <https://www.lm.gov.lv/en/state-pensions-0> [Accessed 12 October 2023].
2. European Commission, 2021. *Delivering the European Green Deal*. [Online] Available at: https://ec.europa.eu/info/publications/delivering-european-green-deal_en [Accessed 17 March 2023].

Legal documents

The sequence of bibliographical components: *Title of the law* (year): law of (name of the state). Name of the source, place of publication, details of the source, publication date, page number(s).

If the list of references is created manually, the reference format available at the portal likumi.lv could also be used to include legal acts in the list, indicating the title, publication, date and website.

Examples

Sources to be included in the list of references if created manually:

1. *Labour Law* (2001): Law of the Republic of Latvia [online]. Available at: <https://likumi.lv/ta/en/en/id/26019-labour-law> (accessed: 12 October 2023).
2. *Procedures by which State Earmarked Subsidies are to be Granted to Local Governments for Solving Apartment Matters* (05/04/2005). Cabinet Regulation No. 237 [online]. Available at: <https://likumi.lv/ta/en/en/id/105785-procedures-by-which-state-earmarked-subsidies-are-to-be-granted-to-local-governments-for-solving-apartment-matters> (accessed: 1 October 2024).

Sources to be included in the list of references if created using the Word reference format (Harvard style):

1. Saeima, 2001. *Labour Law: Law of the Republic of Latvia*. [Online] Available at: <https://likumi.lv/ta/en/en/id/26019-labour-law> [Accessed 12 October 2023].
2. Cabinet of Ministers, 05/04/2005. *Procedures by which State Earmarked Subsidies are to be Granted to Local Governments for Solving Apartment Matters: Cabinet Regulation No. 237*. [Online] Available at: <https://likumi.lv/ta/en/en/id/105785-procedures-by-which-state-earmarked-subsidies-are-to-be-granted-to-local-governments-for-solving-apartment-matters> [Accessed 1 October 2024].

Example sources to be included in the list of references if created using the Word reference format (Harvard style)

REFERENCES

1. Cabinet of Ministers, 05/04/2005. *Procedures by which State Earmarked Subsidies are to be Granted to Local Governments for Solving Apartment Matters: Cabinet Regulation No. 237*. [Online] Available at: <https://likumi.lv/ta/en/en/id/105785-procedures-by-which-state-earmarked-subsidies-are-to-be-granted-to-local-governments-for-solving-apartment-matters> [Accessed 1 October 2024].
2. Central Statistical Bureau, [s.a.]a. *Average monthly wages and salaries by kind of activity (in euro) 2005-2021*. [Online] Available at: https://data.stat.gov.lv/pxweb/lv/OSP_PUB/START_EMP_DS_DSV/DSV030/ [Accessed 15 November 2023].
3. Central Statistical Bureau, [s.a.]b. *Economically active enterprises of the market sector in regions, State cities and municipalities by size group according to the number of employees and main economic activity (NACE Rev. 2) 2020-2022*. [Online] Available at: https://data.stat.gov.lv/pxweb/en/OSP_PUB/START_ENT_UZ_UZS/UZS031 [Accessed 15 September 2024].
4. Dobele, M., 2023. *The Concept, Potential and Development Prospects of Urban Agriculture in Latvia: Doctoral thesis*. Jelgava: LBTU.
5. European Commission, 2021. *Delivering the European Green Deal*. [Online] Available at: https://ec.europa.eu/info/publications/delivering-european-green-deal_en [Accessed 17 March 2023].

6. Gudjons, H., 1998. *Basic Knowledge of Pedagogy/ Herberts Gudjons; [ed.: Zane Seņkova]*. Riga: Zvaigzne ABC.
7. Hernández, P. A. et al., 2021. Do small food businesses enable small farms to connect to regional food systems? Evidence from 9 European regions. *Global Food Security*, Volume 29.
8. Jank, W. & Meyer, H., 2002. *Didaktische Modelle*. 5 ed. Berlin: Cornelsen-Scriptor.
9. Kalkis, H. et al., 2021. Challenges for social enterprises in Latvia. In: J. Defourny & M. Nyssens, eds. *Social Enterprise in Central and Eastern Europe: Theory, Models and Practice*. New York: Routledge, pp. 102-123.
10. Ministry of Welfare, 2020. *State pensions*. [Online] Available at: <https://www.lm.gov.lv/en/state-pensions-0> [Accessed 12 October 2023].
11. Mitchell, J. A., 2017. Changes to citation formats shake the research world. *The Mendeley Telegraph (Weekend edition)*, 6 July, pp. 9-12.
12. Mitchell, J. A. & Thomson, M., 2017. *A guide to citation*. 3rd ed. London: London Publishing.
13. Saeima, 2001. *Labour Law: Law of the Republic of Latvia*. [Online] Available at: <https://likumi.lv/ta/en/en/id/26019-labour-law> [Accessed 12 October 2023].
14. State Land Service, 2020. *Distribution of land use types*. [Online] Available at: <https://www.vzd.gov.lv/lv/zemes-sadalijums-zemes-lietosanas-veidos> [Accessed 12 October 2022].
15. Vasermanis, E., Krasts, J. & Šķiltere, D., 2004. *Forecasting Methods*. 2 ed. Riga: Publisher Education Steps.

3. ANNEXES

Annexes include documents and data if they are too detailed and large to be included in the main body of the text. Annexes shall be separated by a blank page with the heading ANNEXES that is centred; the page is numbered and included in the table of contents. The heading ANNEXES shall be in bold, capital letters (All Caps), font size 14 pt, font Times New Roman, 12 pt spacing after the heading (After 12 pt).

Annexes are not included in the total length of a student paper, their pages are not numbered, yet for each new annex, the number of the annex is indicated in the upper right corner of the page (see Annex 1).

Every annex must be given a heading appropriate to its content. The heading must be horizontally centred, 12 pt, bold, placed on a new line and without a full stop at the end, 6 pt spacing after the heading (After 6 pt). The annex heading shall answer the following questions: **What? Where? When?** and **In what units of measurement?** Measurement units shall not be indicated if the data have two or more different units of measurement and they are illogical. The main body of the paper must refer to an annex, e.g. (see Annex 1).

Every annex shall indicate the source of information, which shall be italicised with a full stop at the end, font size 11 pt and 0 pt spacing before the source (Before 0 pt) and 6 pt after the source (After 6 pt). The source reference shall be made below the Annex (see Subchapter **2.9. Citations and references**).

ANNEXES

Title page example

**LATVIA UNIVERSITY OF LIFE SCIENCES AND
TECHNOLOGIES
FACULTY OF ECONOMICS AND SOCIAL DEVELOPMENT
_____ INSTITUTE**

John Smith

(student's Name, Surname)

ASSESSMENT OF THE PERFORMANCE OF APPLE LTD

(title of the student paper)

Course paper "Analysis of Economic Performance"

(type of student paper)

Author of the paper

(signature)

John Smith, matr. No. EF245667

(name, surname, matr. No.)

Supervisor of the student

(signature)

prof. Dr.oec. **Anda Liepiņa**

(position, scientific or academic degree, name, surname)

Jelgava 2024

(place, year)

Example of the table of contents

CONTENTS

INTRODUCTION (page No.)

1. (chapter heading) (page No.)

1.1. (subchapter heading)..... (page No.)

1.2. (subchapter heading)..... (page No.)

2. (chapter heading) (page No.)

2.1. (subchapter heading)..... (page No.)

2.2. (subchapter heading)..... (page No.)

2.3. (subchapter heading)..... (page No.)

3. (chapter heading) (page No.)

3.1. (subchapter heading)..... (page No.)

3.2. (subchapter heading)..... (page No.)

CONCLUSIONS (page No.)

PROPOSALS..... (page No.)

LIST OF REFERENCES (page No.)

ANNEXES..... (page No.)

Example of formatting the text

