

Luther Academy
RULES FOR DEVELOPMENT, DEFENCE, AND ASSESSMENT
OF STUDY RESEARCH PAPERS

1. General Provisions

Rules for Development, Defence, and Assessment of Study Research Papers (hereinafter referred to as the Rules) have been developed in accordance with Section 5 of the Law on Higher Education Institutions, Section 19 of the Law on Scientific Activity, and the Constitution of the Luther Academy (hereinafter referred to as the Academy).

2. Types of Study Research Papers and the Volume Thereof Without Annexes

2.1.The scientific report: 8-10 pages

2.2.The first study paper (may be without an empirical research): 20-25 pages.

2.3.The second study paper (empirical/theoretical research): 25-30 pages.

2.4.The third study paper (empirical/theoretical research): 25-30 pages.

2.5.Bachelor paper: 50 pages.

2.6.A publication for inclusion in the collection of articles of a conference shall be developed in accordance with the requirements of the relevant conference. The topic of the publication should preferably be based on the study/Bachelor paper (hereinafter referred to as the research paper) with the approval of the supervisor of the paper.

3. Style of the Study Research Papers

3.1.The text shall be written in the scientific or business style, strictly adhering to norms of orthography and spelling, and with accurately structured information (facts, analysis thereof, conclusions). The content shall provide a successive solution to the problem in line with the topic, the defined research aim, hypothesis (if such has been defined), and objectives. Transition from one item to the next shall be made by forming a transition from one chapter to the next. Plagiarism is not permitted.

3.2.Verbs in the text are used in the passive voice of the indicative mood ('is being studied', 'concluded from the results of analysis', etc.), and/or in the third person ('author', not 'I', 'me', etc.). Quotations and accurate references shall be used in the text.

3.3.Accuracy and consistency of terminology use shall be observed (explaining newly implemented terms or foreign words).

4. Selection of the Topic for the Study Research Papers

4.1.Students choose to write a personally significant study research paper which:

4.1.1.1. follows from a relevant problem identified in practice;

4.1.1.2. is relevant to the needs of the Lutheran Church;

4.1.1.3. is relevant to the strategic development plan of the Academy.

4.2.Application for the topic of the study research paper shall be approved in writing by the

potential supervisor and head of the study direction (Annex 1).

4.3.The head of the study direction shall compile topics of the study research papers and submit for approval:

4.3.1.1. applications of study papers – to the Senate of the Academy;

4.3.1.2. applications of study papers – to the Senate of the Academy.

5. Plan for Development of the Study Research Papers

5.1.A student shall agree with the supervisor of the paper on the deadlines of the plan for development of the study research paper.

5.2.In cooperation with the supervisor of the paper, the student sets the aim and objectives of the paper, defines a hypothesis/research question(s), defines the research object, subject, research methods, drafts the list of used literature and sources, develops the plan for the empirical research, plans and implements the research process, summarises the results, processes the obtained materials and results (analysis, generalisation, defining conclusions and recommendations, formatting of the research paper in line with the requirements specified by the Academy).

5.3.The collaboration process shall be reflected in the plan for collaboration between a student and a supervisor of the paper (Annex 2).

6. Structure of the Study Research Papers

6.1.The structure of a study research paper is shown in Table 1 with explanations provided in Annex 3.

Table 1. Structure of a study research paper

	Scientific report	1st study paper	2nd study paper	3rd study paper	Bachelor paper
Title page	+	+	+	+	+
Annotation in the official language	+				+
Annotation in English or other official language of the European Union					+
Contents	+	+	+	+	+
Introduction	+	+	+	+	+
Theoretical part	+	+	+	+	+
Empirical part			+	+	+
Conclusions		+	+	+	+
Recommendations		+	+	+	+
Explanation of terminology		+	+	+	+
List of abbreviations		+	+	+	+
List of literature and sources	+	+	+	+	+
Annexes		+	+	+	+
A guarantee whereby a student certifies by his or her signature that he or she has independently written the paper		+	+	+	+
Supervisor's feedback		+	+	+	+
A form with information on defence of the paper					+

7. Format and Margins of the Page; Font Choices, and Filling of the Page

7.1.The research paper should be prepared on computer on A4 format pages.

7.2.Size of the text characters 12 pt; space between lines – 1.5. The paper shall be written in **Times New Roman** font, in black colour without use of additional spacing of text.

A paragraph should start with a 1.25 cm indent; both margins should be aligned.

Character size of chapter headings: 14 pt (Bold, All Caps). Character size of sub-chapter headings: 14 pt (Bold).

7.3.For better readability, the most important information can be graphically emphasised. The following approaches should be used to emphasise text:

7.3.1.Write the emphasised part in all capital letters (All Caps). Do not write in capitals a text exceeding one line.

7.3.2.Underline the emphasised part (Underline).

7.3.3.Use characters with a different thickness, boldface text (Bold).

7.3.4.Write in italics (Italics).

7.3.5.When emphasising text within one work, it is preferable not to use different types of emphasis.

7.4.The papers to be submitted are prepared on one side of a page, leaving the following empty margins:

7.4.1.On the left side: 30 mm.

7.4.2.On the right side: 15 mm.

7.4.3.At the top: 20 mm

7.4.4.At the bottom: 20 mm (excluding the page number).

7.5.One page should contain at least 25 lines of text (except the last page of the chapter or the whole paper where the text ends); at least 50 characters in a full line of text.

7.6.The submitted work may not contain deletions, painted over text, strike-through text, additions.

7.7.Splitting the words for transfer to the next line is not recommended.

8. Tables, Images, Formulas, and Measurement Units

8.1.All tables should have captions with a unified numbering in Arabic numbers throughout the whole work.

8.2.Numbers and captions should be written above the table, aligned on the right side in Italics, in Bold.

8.3.The caption of the table should be short, specific, and clearly understandable.

8.4.The table should be placed in the work immediately after it is first referred to, or as close to the reference as possible.

8.5.A chapter may not start with a table.

8.6.Each table should be accompanied with a text analysing and interpreting the information included in the table.

8.7.Splitting the tables for transfer to the next page is not recommended.

8.8.All types of illustrative materials, such as schemes, diagrams, drawings, photographs, etc., are called figures.

8.9.All figures should have captions with a unified numbering in Arabic numbers throughout the whole work.

8.10. Numbers and captions should be written under the figure in Italics, in Bold, with a centred alignment.

8.11. The caption of the figure should be short, specific, and clearly understandable.

Example:

Text (see Table 1).

Table 1. Distribution of positions in the Lutheran Church

No.			
1.			
2.			
3.			
4.			

9. Page Numbering

9.1. Pages of the submitted work should have page numbers at the bottom, in the middle of the page, in Arabic numbers without a period or other symbols. The title page should not be marked with a page number yet included in the total numbering.

9.2. Page numbering is unified across the whole work, including annexes.

10. Formatting of References and Quotations

10.1. References are used in the following cases if the text:

10.1.1. includes a quotation;

10.1.2. provides quantitative information described in other studies related to this research;

10.1.3. analyses opinions of a person or persons expressed in specific scientific studies.

10.2. When analysing the opinion of other authors, provide the author's surname and work title in the reference (*in Italics*), year of publication and a page.

10.3. When referring to a work written in another language, the author's surname must be rendered according to Latvian spelling, providing the author's surname in the original language in brackets when the author is mentioned for the first time.

10.4. When mentioning an author in the text, the first initial of the name is used, or a full name is written (at the discretion of the research author; the chosen option is then consistently used throughout the whole text).

10.5. When referring to a similar opinion expressed by several authors, provide the surname of each other, titles of works, publication years and pages in the references.

10.6. When quoting statements of another author, the text should be placed in quotation marks, adding a reference afterwards.

10.7. References are formatted as footnotes in character size of 10 pt according to the sample.

10.8. References to information placed on the Internet can be formatted in two ways, if:

10.8.1. information has been obtained from a website without provided bibliographical attributes, the full address of the site is provided in the footnotes, stating the date when the site has been viewed;

10.8.2. information placed on the Internet contains appropriate bibliographical data (author; title of article and publication; year of publication, etc.), the bibliographical description is formatted as for references to other sources by adding a full address and providing the date of viewing.

10.9. When referring to figures, tables, annexes, in rounded brackets write the word "see" and

the relevant number – (see Figure 1), (see Table 5), (see Annex 1).

- 10.10. If the text of the paper mentions a regulatory document (e.g., Cabinet Regulations, etc.), in a reference provide a full title of the legislation, date of adoption, and state the specific article at the end.
- 10.11. If a source is used in the work several times, its full title is provided in the reference only when it is used for the first time. Afterwards an abbreviated title may be used: for sources of literature – only the author, book title, and page (if the title is long, the first words may be mentioned with an added ellipsis), for the legislation – only the title and article of the regulatory document.
- 10.12. If a source is used several times on the same page, beginning with the second time (if this reference at the bottom of the page is placed right after the reference to which it refers), it may be stated in brackets as: (ibid).
- 10.13. If the quotation in the text is not taken from the original, the reference should state: **Quoted from:** with a following literature reference.

Examples of references:

One author

Feldmanis, *Latvijas Baznīcas vēsture*, 2010, 17-18

Berger, *The Heretical Imperative. Contemporary Possibilities of Religious Affirmation*, 1979, 34.

Two authors

Feldmanis and Čakare, *Vecās Derības pravieši*, 2015, 71 p. 10.

Barthelemy and Milik, *Qumran Cave 1*, 1955, 63.

Several authors

Feldmanis u.c, *Latvijas ārpolitika un starptautiskais stāvoklis: 30. gadu otrā puse*, 1993. 364.

Skehan et al., *Qumran Cave 4.XI: Psalms to Chronicles*, 2000, 35.

A work in two or more volumes

Delitzsch, *Biblical Commentary on the Psalms*, 1883, 3:85.

Luters, *1.Mozus grāmatas skaidrojums*, 2008, 2:239.

A publication

Bauckham et al. (editors), *A Cloud of Witnesses: The Theology of Hebrews in Its Ancient Context*, 2008, 187.

An article in a publication

Bite, „Romas Klēmenta I. Vēstules Korintiešiem tulkojums un komentāri”, *Ceļš* 45.1, 1994, 129.

Graham, "Justin Martyr and Religious Exclusivism," *Tyndale Bulletin*, 43.1, 1992, 59.

A newspaper

Reča, „Jo Kristus darbs ir viens”, *Svētdienas Rīts*, 13. jūnijs 2016 [viewed on 30.10.2017]
<http://www.svetdienasrits.lv/2016/06/13/jo-kristus-darbs-ir-viens/>

11. Defence, Assessment, Appellation Procedures of a Study Research Paper

- 11.1.** One week before defence, a student submits to the Study Department one copy of a spiral-bound study paper signed by the author, supervisor of the paper, and the head of the study direction.
- 11.2.** Two weeks before defence, a student submits to the Study Department two copies of the Bachelor paper signed by the author, supervisor of the paper, and the head of the study direction, bound in hard covers.
- 11.3.** Together with the Bachelor paper the author will hand in the collaboration plan between a student and the supervisor of the paper (see Annex 2).
- 11.4.** Three days before defence of the study research paper a student may familiarise themselves with a review.
- 11.5.** Defence of a study research paper lasts up to 30 minutes, of which the student's presentation time is 7-10 minutes.
- 11.6.** By using a visual presentation, a student shall present the topic of the paper, justify the topicality of the theme, the aim and tasks of the paper, theoretical basis, methodology of the empirical part, and shall characterise research results, conclusions, and suggestions.
- 11.7.** After the student's presentation, the commission shall ask questions followed by the student's answers, reading of the review, as well as answers to the reviewer's questions.
- 11.8.** Quality of the content and formatting of the study research paper, quality of the paper defence shall be evaluated jointly according to a ten-point system. The evaluation is announced after the end of the session.
- 11.9.** A student who has received an unsatisfactory evaluation in defence of their Bachelor paper will be excluded from the Academy. New opportunities to defend the paper are given after a year for a fee determined by the Academy.
- 11.10.** A student in whose study or Bachelor paper plagiarism has been identified may apply with with a different topic of a research work not earlier than after one year.
- 11.11.** If a student is not satisfied with evaluation received in the study/Bachelor paper defence, he or she may submit an appellation for the received evaluation to the Vice-Rector for Studies within 24 hours.

Chairman of the Senate

Hans Martin Jönsson

Riga, 30 January 2018

Annex 1. Topic Application

Luther Academy

Study programme

Study course

Student's name, surname

.....

Type of the study research paper (underline the relevant): **Study paper / Bachelor paper**

Topic

Reasoning for topicality of the topic

.....

Research aim, objectives (*for a Bachelor paper*)

Student's signature; signature in print

Academic position, scientific degree, name, surname, signature, and signature in print of the supervisor of the paper

.....

Approval by the Senate

.....

**Annex 2 Collaboration Plan
Between a Student and a Paper Supervisor**

Luther Academy

Study programme

Study course

Student's name, surname

.....

Topic of the study paper / Bachelor paper

.....

Academic position, scientific degree, name, surname of the supervisor of the paper

.....

No.	Planned objectives	Completion deadline	Student's signature	Signature of the supervisor of the
1.				
2.				

Permitted / not permitted to defend the study paper / Bachelor paper (underline the relevant)

Signature of the supervisor of the paper _____

Date _____

Annex 3. Structure of the Research Papers

1. Title page

- 1.1. Title page is the first page of the research paper (see Annex 5).
- 1.2. The title page includes the following information:
 - 1.2.1. name of the Academy in capital letters (All Caps, 14);
 - 1.2.2. full-time studies in normal characters (Normal, 12);
 - 1.2.3. name of the study programme in normal characters (Normal, 12);
 - 1.2.4. study course (for study papers) in normal characters (Normal, 12);
 - 1.2.5. author's name, surname in nominative, in bold, in capital letters (All Caps, 14);
 - 1.2.6. title of the paper in bold (Bold, 16);
 - 1.2.7. type of paper (study paper / Bachelor paper) in bold (Bold, 14);
 - 1.2.8. academic position, scientific degree, name, surname, signature of the supervisor of the paper;
 - 1.2.9. author's name, surname, signature
 - 1.2.10. place and year where and when the work was developed

Examples

- a) the academic position of the supervisor is abbreviated, i.e.,
 - Professor – “Prof.”;
 - Assistant Professor – “Asst. Prof.”;
 - Lecturer – “Lect.”
- b) scientific degrees are abbreviated, e.g., Dr.theol., Dr.paed., Dr.oec.
- c) academic degrees are abbreviated, e.g., Mg.theol., Mg.paed., Mg.oec.

2. Annotation in Latvian and in a foreign language

- 2.1. Annotation shows the author's skill in presenting their research on the selected problem by providing a short, logically arranged overview reflecting the essence of the paper.
- 2.2. Annotation states the author of the paper; the supervisor; the topic of the research paper; the research aims and objectives; hypothesis/research question; theoretical basis; methods; a short description of the main outcomes and conclusions; key words (3-7 terms).
- 2.3. Volume of annotation: 850-1500 characters (including intervals).
- 2.4. Annotations are not included in the total number of pages, are not numbered or shown in the table of contents.
- 2.5. Annotation in a foreign language (English or another language of the European Union) is identical to annotation in Latvian in terms of content and form.

3. Contents

- 3.1. Contents reflect the numbers of chapters and sub-chapters of the research paper, headings and page numbers where the chapters begin. Contents should also specify the page where begins the introduction, annexes, abbreviations.
- 3.2. Contents are formatted in accordance with the example provided in Annex 6.
- 3.3. Headings of chapters and sub-chapters of the research paper:
 - 3.3.1. Chapters and their headings start a new page. Character size of headings: 16 pt in bold text (Bold). Heading is not underlined and is not ended with a period. Transfer of a part of a word into a new line is not allowed in a heading. Line

spacing between the heading and a text shall be 2 spaces.

- 3.3.2. Headings are short and specific, written together with the text and not on a separate page, except a heading in capital letters (All Caps - 14) – ANNEXES.
- 3.3.3. Headings of sub-chapters and more detailed divisions should not start a new page if it is possible to write at least three lines of text under the heading. Character size of sub-headings: 14 pt in bold text (Bold). Writing of sub-chapters continues at the end of the previous text with an interval of 2 line spaces.
- 3.3.4. Each chapter title is numbered, and sub-chapters contain a chapter number they are included in, and a sequence number of a sub-chapter (e.g., 1.1, 1.2, 1.3, etc.).
- 3.3.5. Chapters and sub-chapters are numbered by using Arabic numbers.
- 3.4. It is recommended that each chapter and sub-chapter is ended with introducing the topic of the next chapter or sub-chapter.
- 3.5. Recommended volume of a sub-chapter – at least 5 pages.

4. **Introduction**

- 4.1. In the introduction of the research paper the student reflects theoretical and practical topicality of the research problem and provides reasoning for the personal significance of the chosen topic.
- 4.2. In the introduction, the student defines:
 - 4.2.1. research object and subject;
 - 4.2.2. research aim;
 - 4.2.3. hypothesis / research question;
 - 4.2.4. research objectives;
 - 4.2.5. selected theoretical and empirical research methods; research data processing methods according to the set aim;
 - 4.2.6. research period;
 - 4.2.7. research basis;
 - 4.2.8. methodological basis, scientific novelty, practical significance of the research.

5. **Theoretical part**

- 5.1. Content of the paper is divided into chapters and sub-chapters setting out the topic according to the sequence of set objectives. There may be two or more parts divided into sub-chapters.
- 5.2. Analysis is conducted on the most significant and latest scientific literature and sources on research problems related to the topic. **Summarising literature and sources is not allowed.**
- 5.3. Insights from the original works of authors, from articles in scientific journals, materials from data bases, Internet resources, etc. should be used in the study research paper.

6. **Empirical part**

- 6.1. The author verifies the hypothesis, answers the research question and shows the skill in conducting empirical research by using the acquired theoretical knowledge, as well as predicting the possible development of the problem.
- 6.2. Empirical part of the paper consists of:
 - 6.2.1. description of the studied target audience;
 - 6.2.2. reasoning and description of the selected research methods;
 - 6.2.3. description of the research process;

6.2.4. qualitative and quantitative analysis and interpretation of the established results.

7. Conclusions

- 7.1. Conclusions are the concluding part of the paper reflecting the most significant insights of the student and evaluation of the most important topical issues as a final outcome of the conducted research.
- 7.2. Conclusions are judgements made in a form of statements and following from the content of the independently developed work according to the aim of the paper. Conclusions should be logically and shortly ordered and concisely formulated.
- 7.3. It is recommended to express each conclusion in the form of a separate point or paragraph.
- 7.4. Conclusions are written after each chapter, and summarised conclusions are formulated in the conclusion to reflect insights gained only during development of the paper.

8. Recommendations

- 8.1. The author of the paper may choose to provide recommendations after conclusions.
- 8.2. There, the author of the paper may provide specific suggestions to promote solution of the problem,
based on insights gained from the theoretical and empirical part of the research.

9. Explanation of terminology

- 9.1. Explanation of terminology is necessary if more than ten terms are used in the paper requiring separate explanations rather than being explained in the relevant part of the research text.
- 9.2. List of terminology is created according to alphabet, starting each unit in a new line.
- 9.3. Explanation is provided with each term.
- 9.4. If the explanation of the term is not formulated by the author of the research, a reference to the used source must be included.

10. List of abbreviations

- 10.1. List of abbreviations with explanations is created if more than five abbreviations are used throughout the paper.
- 10.2. Abbreviations are ordered according to alphabet, starting each unit in a new line.
- 10.3. List of abbreviations should not include abbreviations which are often used such as etc., i.e.
- 10.4. If a word, combination of words or names are often used in the paper, these can be shortened. When the word or the name is used for the first time, specify in the brackets the abbreviation which will be used further in the text, e.g., the Luther Academy (hereinafter referred to as the LA).

11. List of literature and sources

- 11.1. List of literature and sources is created according to the sequence of source reference common to bibliography.
- 11.2. Literature and sources are numbered in sequence according to Latin alphabet, after that sources according to Cyrillic alphabet are listed.
- 11.3. According to provided example (see Annex 4), provide information for each use of work

mentioned in the list of literature and sources.

12. Annexes

- 12.1. Annexes include materials which do not need to be included in the main part of the paper.
- 12.2. The placed examples of questionnaires are not completed, and copies of other original materials are formatted according to previously set requirements.
- 12.3. All annexes should be numbered at the top right corner of the page by using Arabic numbers, as well as include headings written with the number in Italics and in Bold.
- 12.4. Pages of an annex are numbered taking into consideration the previous pages of the work.
- 12.5. If annexes are many, they are bound as a separate volume with pages numbered as for a separate work.
- 12.6. References in the text indicate connection between the research and annexes.

13. **A guarantee whereby a student certifies by his or her signature that he or she has independently written the paper**

- 13.1. The guarantee is the author's certification that the paper has been developed in accordance with the principles of scientific ethics, has been conducted independently, and permitted methods have used in its development.
- 13.2. The guarantee is formatted according to the example (see Annex 7).

14. **Information on evaluation**

- 14.1. Feedback form of study papers (see Annex 8).
- 14.2. A form with information on the date of paper defence and number of minutes of the final examination commission (see Annex 9).

Annex 4 An example of literature and source formatting

A book:

Author's surname, (comma) name or initials. Title of the book (in *Italics*). Place of publishing: publishing house, date of publishing.

Examples-

Feldmanis, Roberts. *Latvijas baznīcas vēsture*. Rīga: Luterisma mantojuma fonds, 2010.

Berger, Peter L. *The Heretical Imperative. Contemporary Possibilities of Religious Affirmation*. New York: Anchor Press, 1979.

Two authors. For the second author, write the name first, and the surname after.

Examples:

Feldmanis, Roberts un Laila Čakare. *Vecās Derības pravieši*. Rīga: Profesora Roberta Feldmaņa fonds, 2015.

Barthelemy, D., and J. T. Milik. *Qumran Cave I*. Oxford: Clarendon, 1955.

A book by several authors. Beginning with the second author, the name (or initials) must be written first; surnames of authors are separated by commas; if the book has 8 and more authors, specify the first six surnames, and after the sixth surname place an ellipsis after which state the initials and surname of the last author.

Examples-

Lasmane, Skaidrīte, Augusts Milts un Andris Rubenis. *Ētika: Jautājumi, risinājumi, atzinumi. Metodisks līdzeklis*. Rīga: Zvaigzne, 1995.

Jonhson, L., K. Lewis, M. Peters, Y. Harris, G. Moreton, B. Morgan, ... P. Smith. *How far is far?* London: McMillan, 2005.

Translation. The author should be written surname first, but the translator – name first.

Baudrillard, Jean. *Symbolic Exchange and Death*. Trans. Iain H. Grant. London: Sage Publications, 1993.

Slenska, Reinharde. *Baznīcas teoloģiskā atbildība*. Tulk. Miervaldis Vanags. Rīga: Luterisma mantojuma fonds, 2004.

A work in two or more volumes

Gonzalez, Justo L. *A History of the Christian Thought from the Beginnings to the Council of Chalcedon*. Vol 1. Nashville: Abington Press, 1987.

Luters, M. *1.Mozus grāmatas skaidrojums*. Tulk. Gundega Dumpe. 2.sēj. Rīga: Luterisma mantojuma fonds, 2008.

The second or later edition.

Anderson, Leith. *A Church for the Twenty-First Century*. 3d.ed. Minneapolis: Bethany House, 1992

Vizulis, Izidors. *Latvijas – Vatikāna diplomātiskās attiecības*. 2.izd. Rīga: Rīgas Metropolijas Romas katoļu kūrīja, 2003.

An article in a collection. Title of the article is put in quotation marks. In English and in German, after the title of the article add “In” and name / initials and surname of the compiler / editor of the collection. In Latvian, indicate the compiler, editor, or the chief editor (sast. /red. / g. red.); in English: (ed.) or (eds.) - if there are several compilers / editors, in German: (Hrsg.). Title of the collection *in Italics*. Publishing house, year, pages on which the article is published.

Examples:

Barrett, C.K. “The Eschatology of the Epistle to the Hebrews”. In W.D. Davies, D. Daube (eds.), *The Background of the New Testament and its Eschatology*. Cambridge: Cambridge University Press, 1956: 363-393.

Löhr, Hermut. “Wahrnehmung und Bedeutung des Todes Jesu nach dem Hebräerbrief: Ein Versuch”. In Jörg Frey, Jens Schröter (Hrsg.). *Deutungen des Todes Jesu im Neuen Testament*. Tübingen: Mohr Siebeck, 2005: 455-476.

Laķis, Pēteris. „Varas jautājums Vecajā Derībā (filozofiska versija)”. Jānis N. Vējš (g.red.). *Bībele: Raksti, teksts, kultūrvide*. Rīga: Latvijas Bībeles biedrība, 1999: 197-203.

E-book

Author’s surname, initial/s. Title of the book (in *Italics*). Publisher, e-ISBN number, year of publishing. Date when viewed. http-address. DOI.

Report (Unpublished material)

Author’s surname, initial/s. Title of the report (in *Italics*). Type of report. Place of presentation. Date, month, year of presentation.

Example-

Koķe, T. *Par izglītības sistēmas strukturālās reformas norisi un plānotajiem pasākumiem tās tālākai īstenošanai. (On the process of structural reform in educational system and planned measures for further implementation)*. Report. Powerpoint presentation. Rīga: Extraordinary session of the Cabinet of Ministers. 15.09.2009.

An article in a journal. Title of the article is put in quotation marks, title of the journal is in *Italics*, after it follows the article number since the beginning of publishing, the number of the relevant year after a period mark, followed by the year of publishing in parenthesis. A colon is

placed after the year of publishing, and the number of pages where the mentioned article is located.

Graham, K. A. "Justin Martyr and Religious Exclusivism". *Tyndale Bulletin* 43.1 (1992): 57-80.

Bite, A. „Romas Klēmenta I. Vēstules Korintiešiem tulkojums un komentāri”. *Ceļš* 45.1 (1994): 127-170.

An article in a journal from data bases

Data base title and doi are added to the data on the article and journals.

Example-

Bulpitt, H., & P.J Martin. "Learning about reflection from the student". *Active Learning in Higher Education* 6.3 (2005): 207-217. Retrieved from: Sage Journals Online. doi: 10.1177/1469787405057751.

An article in a monthly magazine

Luckas, John. "The End of the Twentieth century." *Harper's*, January 1993: 39-58.

An article in a weekly publication

Preston, Ragnar. „Chrisis in the Hote Zone.” *New Yorker*, 26 October 1992:58-81.

An article in a newspaper

Hutens, Kurts. „Sektanta ticības pasaule.” *Svētdienas Rīts*, 27 March 1996: 7-10.

Reviews

Yanney, Rodolph. Review of *Salvation in St. Athanasiu writings* by Charles Kennengiesser. *Coptic Church Review* 11.2 (1990): 45.

Kanāle, Velta. Rec. grām. *Oktobrī dzimusī. Cīņa*, 18 March 1979: 3-4.

An article in encyclopaedia. Author. "Title of the article". In editor's initial/s, surname (ed.), *Title of encyclopaedia*, series numbers. Place of publishing: Publisher, year of publishing: pages where the article is located

Example-

Nickerson, R.S. "Teaching intelligence". In A.E. Kazdin (ed.) *Encyclopedia of Psychology*, vol. 2. New York: Oxford University Press, 2000: 498-501.

An encyclopaedia on the Internet

Title of the article. *Title of encyclopaedia*, series number (if any) [date of viewing] URL.

Example-

Evolutionary Socialism. *Encyclopedia Britannica* [viewed on 27.09.2017].

<http://www.britannica.com/EBchecked/topic/197496/Evolutionary-Socialism>

Laws, regulations

Title of edition. Type of the regulatory document (date, month, year of issuance [approval]). Date, month, year of publishing the current edition. Place of publishing: Publication.

Example:

Constitution of the Republic of Latvia Law of the Republic of Latvia (15.02.1922). Edition: 02.11.2010. Riga: Latvijas Vēstnesis.

Publication of the State institution

Name of the institution. *Title of publication.* Type of publication. Place of publishing: Publisher, year of publication

Example-

Latvijas Republikas Valsts Statistikas komiteja un Latvijas Statistikas institūts. *Latvijas rajoni un lielākās pilsētas.*1997. Statistikas gadagrāmata. Riga: Latvijas Republikas Valsts Statistikas komiteja un Latvijas Statistikas institūts, 1997.

Izglītības un zinātnes ministrija. *Programma Mūžizglītības politikas pamatnostādņu 2007.-2013.gadam ieviešanai.* Riga: Izglītības un zinātnes ministrija, 2007. [viewed on 27.09.2017]. http://izm.izm.gov.lv/upload_file/Normativie_akti/ProgrammaLV_PKD_040311.pdf

Other formats

Other unpublished material

Title of document. Place of publishing: Name of the institution. Date, month, year of issuance/approval

Example:

SIA X Gada pārskats par 2007.gadu. Riga: SIA X. 30.06.2008

Koncepcija par apmeklētājiem sniedzamo pakalpojumu, informācijas sniegšanas kvalitātes uzlabošanu. Riga: Biedrība Y. 27.03.2006.

Publication on the website

Author or institution responsible for publication. *Title.* Type of publication. [date of viewing]. URL. Internet resource (without a year) – in English (n.d.), in Latvian (b.g.)

Example-

Wells, G. *Learning and teaching for understanding: The key role collaborative knowledge building.* [viewed on 27.09.2017] <http://people.usc.edu/~gwells/>

Mieze, V. *Eiropas Kopienas programmas projekts „Integrētās pieejas dzimumu līdztiesības veicināšana Latvijas politikā”.* Rokasgrāmata dzimumu līdztiesības principa ieviešanai uzņēmuma personālvadībā. Riga: LR Labklājības ministrija. [viewed on 27.09.2017]. <http://www.lm.gov.lv/text/151>

Valsts jaunatnes iniciatīvu centrs. *VJIC pateicas izglītības pārvaldēm par valsts nozīmes pasākumu īstenošanu interešu izglītībā.* Preses relīze. [viewed on 27.09.2017] <http://izm.izm.gov.lv/aktualitates/informacija-medijiem/1195.html>

Behaviour modification. [viewed on 27.09.2017] <http://educational-psychologist.org.uk/behaviour.html>

Society of Clinical Psychology. *About clinical psychology* (n.d.). [viewed on 27.09.2017] <http://www.apa.org/divisions/div12/aboutcp.html>

Video/DVD

Producer

author's surname, name initial/s. Title (*Italics*) Type of publication. Place of publishing: Name of the recording studio, date of issuance

Example:

Zhang, Y.(Producer/Director). *Not one less.* Motion Picture (DVD). China: Columbia Pictures Industries, Inc, 2000.

Krupa, G. *Gene Krupa:Jazz legend* (VHS). DCI Music Video, 1993.

Annex 5. An Example of Formatting the Title Page of a Study Research Paper

LUTHER ACADEMY

(All Caps – 14 points)

Full-time studies

(Normal – 12 points)

Study course *(for study papers)*

(Normal – 12 points)

NAME, SURNAME

(Bold, All caps – 14 points)

TITLE OF THE PAPER

(Bold – 16 points)

Study paper / Bachelor paper

(Bold – 14 points)

Supervisor of the paper

Academic position, scientific/academic degree, name, surname, signature

Head of the study direction

Academic position, scientific/academic degree, name, surname, signature

Author

Name, surname, signature

RIGA 20_____

Annex 6. An Example of Formatting the Contents

Contents

Introduction.....	
1.Chapter Title.....	
1.1. Sub-chapter Title.....	
1.2. Sub-chapter Title.....	
2. Chapter Title.....	
2.1. Sub-chapter Title.....	
2.2. Sub-chapter Title.....	
Conclusions.....	
Recommendations.....	
Explanation of Terminology.....	
List of Abbreviations.....	
List of Literature and Sources.....	
Annexes.....	

Annex 7. Example of a Guarantee

The paper has been developed in accordance with the principles of the scientific ethics. Literature used in the paper has been indicated in the list of literature, and references have been given in the paper and its annexes to various types of information obtained from the mentioned literature.

Author of the paper

Name, surname, signature

Date

Annex 8. An Example of the Supervisor's Feedback

LUTHER ACADEMY

Supervisor's feedback for the study paper / Bachelor paper

Name, surname of the author of the paper _____

Research topic _____

Criteria/evaluation in points	1	2	3	4	5	6	7	8	9	10
Mutual link between the set aim and planned objectives										
Correspondence of the content of the paper to its aim and objectives										
Link of the empirical research with insights gained in theory										
Selection of the empirical research methods and correctness of use										
Data processing of the empirical research, analysis of results, and correctness of interpretation										
Practical meaning of the research										
Degree of using the sources provided in the list of literature and sources										
Correct use of references										
Validity of conclusions										
Specificity of recommendations and relevance to the research content										
Quality of the research language										
Correspondence of the formatting of the paper to the rules of development, evaluation, and defence of research papers of the students of the Luther Academy										

Total evaluation of the paper (in a 10-point system) _____

_____ Recommended for defence

_____ Not recommended for defence

Supervisor of the paper

Academic position, scientific degree, name, surname, signature

Date

Annex 9. An Example of Paper Evaluation

Statement on Defence

Hereby I certify with my signature that the Bachelor paper has been developed independently.

Author of the paper (*name, surname, signature*)

Bachelor paper defended.

Meeting of the Final Examination Commission on _____ 20__, minutes

No. _____, evaluation _____.

Chairperson of the Final Examination Commission

Academic position, scientific degree, name, surname, signature

Annex 10. An Example of the Review of the Bachelor Paper

LUTHER ACADEMY

Bachelor Paper

REVIEW

Study programme _____

Name, surname of the author of the paper _____

Research topic _____

Reasoning for topicality of the topic; clarity of the specified research problem

Harmony between the topic, aim, objectives of the paper and research question/hypothesis

Criteria/evaluation in points	1	2	3	4	5	6	7	8	9	10
Reasoning on the theoretical and practical meaning of the research										
Reasoning for the selection of the empirical research methods and correctness of use										
Data processing of the empirical research, analysis of results, and correctness of interpretation										
Correspondence of the sources of literature with the topic, aim, objectives, research										

question/hypothesis										
Quality of analysis of literature and research by other authors										
Validity of conclusions										
Specificity of recommendations and relevance to the research content										
Quality of the research language										
Compliance of the formatting of the paper with the methodological instructions of the LA										

Questions

Research evaluation

Research evaluation in points

_____ **Recommended for defence**

_____ **Not recommended for defence**

Reviewer's name, surname, scientific degree, position

Contact phone

Reviewer's signature _____

Date _____