



RISEBA University of Business, Arts and Technology
STUDY PAPER LAYOUT REGULATION

Table of Contents

1. Layout of the Study Paper	2
2. Paper Layout Requirements	2
3. Indications	2
4. Presentation of References	2
5. Presentation of Figures	3
6. Plagiarism	3
7. Presentation of Tables	3
8. Presentation of Figures	4
9. Presentation of Formulas	5
10. Presentation of the List of Literature and Information Sources Used	6

1. Layout of the Study Paper

The study paper must be drafted observing the following requirements:

- academic language must be used;
- the layout of the material must be precise, clear, logical, brief and specific;
- each new thought must be written starting from a new paragraph;
- each new section must be started on a new page, subsections must be continued on the current page;
- an order number (Arabic numbers) and a title must be specified for each section. The number of the subsection must be consist of the number of the respective section and the order number of the respective subsection. It must be taken into account that figures, tables and formulas are numbered only within “large” sections, not within subsections. The titles of sections and subsections must correspond to the table of contents;
- the use of the pronoun “I” and verbs in the first-person singular form, for example, expressions “I consider”, “in my opinion”, “I think that...”, etc., is inadmissible. The paper must be drafted in a way to ensure the possibility of distinguishing the thoughts of the author of this paper from the thoughts of **other authors**. Thus, it is recommended to use “in author’s opinion”, “the author considers”, etc.

2. Paper Layout Requirements

The paper is drafted in typesetting. Page format — A4, font size — 12 with line spacing at 1.5, font — *Times New Roman*, page margins: top, bottom and right — 20 mm, left — 35 mm. The font size for section titles is 14 points, for subsection titles — 12 points. No fullstops are used in titles and titles do not have to be underlined. Compared to the body text, titles can be highlighted in **Bold** or *Italic*. All pages of the paper are numbered at the bottom of the page, in the middle, with Arabic numbers. The first page is the title page (no page number is indicated on the title page), the second page is the table of contents.

3. Indications

To refer to figures, tables, formulas, etc. included in the paper, abbreviations are used, for example, (see Tab. 2.4), (see Tab. 1.6), (see Appendix 3), etc.

4. Presentation of References

When using quotes, numeric data, figures, formulas, etc. from published works, as well as when using conclusions and opinions of other authors (rephrasing them), a reference to the respective

source must be specified. References must be drawn up according to the Harvard system and LVS ISO 690:2010, specifying the author's paper and the publication year of the resource in parentheses.

5. Presentation of Figures

A quote is the precise representation of thoughts and opinions of other author, which must be specified in quotation marks. The title, the author and **the page of the quote** must be specified after the quote. The use of sources without references is inadmissible and is qualified as a gross violation of academic integrity, i.e., plagiarism.

6. Plagiarism

In accordance with RISEBA "Regulation on Plagiarism Control and Prevention", **plagiarism** is the use of the text of other author's work (published or non-published) without the respective reference to this author. An academic work or a fragment thereof, which corresponds to the work of other author in terms of structure and argumentation, is also considered to be plagiarism. Sanctions imposed for plagiarism are applied in accordance with RISEBA "Regulation on Plagiarism Control and Prevention".

7. Presentation of Tables

Numeric information used in the paper is recommended to be placed in tables. Numeric material placed in tables or presented graphically must be analysed in the paper.

Tables are numbered with Arabic numbers, which are written above the table, on the right side, for example: Table 3.1. Tables are numbered within the sections (not subsections) of the paper — the first digit means the number of the section, whereas the second digit — the order number of the table within the respective section.

Each table must bear a title corresponding to its contents, which must answer the following questions: What? Where? When? In what units? If table data are indicated in various units, they are specified in separate columns or column titles, separating them by a coma.

Example:

Table 3.1.

Volume of services provided by N Ltd. in 2014, (thousand EUR) (Bērziņš, 2014, p. 123)

No.	Type of services	Total in year	incl. by months			
			January	February	March	April

When transferring the table to the next page, column titles of the tables must be specified repeatedly. It is recommended to use tables, which can fit on one page or in total on no more than two pages. If tables are larger, they must be added in appendices.

Tables must be laid out in the paper immediately after a reference to them. When referring to a table, its number is specified and the abbreviation of the word “table” is used, for example: (Tab. 3.1). It is recommended to avoid using large numbers and use bigger units in tables. The accuracy of numeric data must correspond to the indicated unit.

For tables retrieved from literature and other sources of information, references to these sources must be specified immediately after the title. If a table has been drawn up by the author him-/herself, the text must include an explanation regarding the data or sources, from which the information provided in the table or figure was retrieved, calculated, etc.

8. Presentation of Figures

For the purposes of illustrating the paper, schemes, diagrams, graphs and charts can be used, marked as figures in the paper. They must be laid out in the paper immediately after a reference to them. It is preferable to place figures so that they can be viewed without turning the paper. Figures are numbered with Arabic numbers within the sections (not subsections) of the paper.

Each figure is given the appropriate title, which is specified thereunder, on the same line with the number of the figure.

Examples:

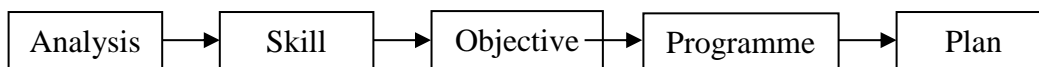


Figure 2.4. Work planning sequence (Bērziņš, 2007, p. 123).

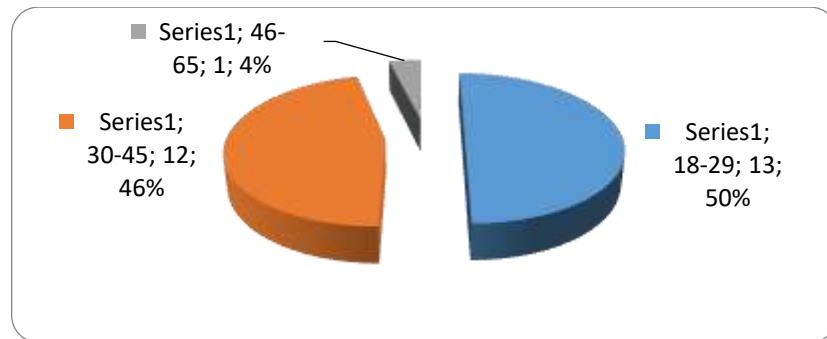


Figure 2.5. Distribution of personnel at company X by age in 2013 (number of respondents — 100).

For figures retrieved from literature and other sources of information, references to these sources must be specified immediately after the title. If a figure has been drawn up by the author him-/herself, the text must include an explanation regarding the data or sources, from which the information provided in the table or figure was retrieved, calculated, etc.

9. Presentation of Formulas

Formulas used in the paper are numbered with Arabic numbers within a section. The number of the formula is written in parentheses on the right side of the page. A comma must be placed after the formula, and symbols used therein must be explained, specifying their units. The unit of the same parameter must not change throughout the paper. When referring to a formula in the text, its number must be specified in parentheses, for example: “Formula (2.5) is used to calculate...”

Example: The annual depreciation norm is calculated according to formula (2.5) (Bērziņš, 2007, p. 123):

$$A = \frac{F}{t_a}, \quad (2.5)$$

where A — annual depreciation norm;

F — initial value of non-current assets, EUR;

t_a — depreciation period, in years.

For formulas retrieved from literature and other sources, references to these sources must be specified — either in the text or immediately after the title or the number. If a formula has been drawn up by the author him-/herself, the text must include an explanation regarding the data or sources, from which the formula was obtained, calculated, etc.

10. Presentation of the List of Literature and Information Sources Used

The list of literature and information sources used is compiled, sorting the used sources alphabetically by authors' surnames. The description of a source must be in the same language, in which it is used in the study paper (if the source is used in English — it is presented on the list in English). All sources in Latin are specified first on the list, followed by sources in Cyrillic.

Related Materials:

- Methodological Material *“Creation of References and List of Literature Using the Tab “References” in MS Word”*

Prepared by:

Head of the Study Quality Centre Ivars Javaitis