

REQUIREMENTS FOR THE ARTICLES PUBLISHED IN THE PERIODICAL JOURNAL OF REVIEWED SCIENTIFIC WORKS *INSIGHTS* (ISSN 2669-0330 (online))

The purpose of the journal. The journal publishes original scientific articles by Lithuanian and foreign authors not published in other publications, in which the authors' researches are published, theoretical and practical problems of various scientific fields (medicine and health, agriculture, nature, technology, social and humanitarian) are explained in their own way, their solutions are presented, scientific interpretation and evaluations.

Language of articles. Articles are published in Lithuanian and English. The text of the article must meet the requirements of language and writing culture, properly edited.

Scope of an article. The volume of an article is 5 - 14 pages.

Review of articles. Articles are reviewed by two reviewers. Reviewers are appointed by the editorial board. After peer review, articles may be returned to the authors for revision based on the comments.

Structure of an article. The parts of an article are presented in the following order:

1. Title of the article.
2. Name and surname of the author(s), name, department, and address of the scientific and study institution they represent. Name and surname of the supervisor (if any), duties.
3. Abstract, which briefly presents the essence of the article, presenting the purpose of the study, its logical justification, applied research methods and the most important conclusions and/or new questions raised. The abstract text should not exceed 800 characters without spaces. At the end, the 4-7 keywords of the topic are indicated.
4. Introduction, which should justify the relevance and novelty of the topic, define the research aim, object, scientific or research problem, its degree of research, applied research methods.
5. The body text of the article in which the results of the author's research are presented and justified. Preferably, it should be divided into sections, giving them titles. Sections are numbered.
6. Conclusions summarizing the considerations presented in the article, the results of research. It is preferable that the conclusions are numbered.
7. Funding information and/or acknowledgment (if applicable). At the end of the article, information about the funding received for the preparation of scientific work can be provided. Acknowledgments may also be given to individuals who contributed to the preparation of the article.
8. Reference list. All sources mentioned in the article must be listed in the reference list. Only the sources and their authors mentioned in the text are included in this list.
9. Summary of the article (up to 1 page, i.e. about 3000 characters without spaces) in English (if the article is written in Lithuanian) or in Lithuanian. The summary should state the main points and conclusions of the article.

Layout/submission of the article. The text is printed using the Microsoft Word editor, in Times New Roman font size 12 pt. The manuscript is laid out on a 21 cm wide and 29.7 cm high format sheet, single-column, single-spaced, with 2 cm margins, using justified alignment. Paragraphs are started with an 0.7 cm indent of the first line.

Mathematical expressions (formulas) are printed only in the *Microsoft Equation* editor in *Italic Times New Roman* font. Symbols from formulas mentioned in the text are printed only in the *Microsoft Equation* editor.

Between the title of the article and the author's name and surname, the title of the chapter and the text, the text and the formula, the text and the table, the text and the figure, a space of one line is left. The text style fonts and sizes used for parts of the manuscript of the article are listed in Table 1.

Table 1. Text style fonts and sizes used for the manuscript parts of the article

Text style fonts and sizes used for the manuscript parts of the article	Text font size, style	Text font sizes, alignment requirements
Title	12 pt, Bold	Capital letters, aligned to the left margin
Author and supervisor	12 pt, Bold	Lowercase letters, aligned to the left margin

Text style fonts and sizes used for the manuscript parts of the article	Text font size, style	Text font sizes, alignment requirements
Name, department, address of the scientific and study institution represented by the author	11 pt, <i>Italic</i>	Lowercase letters, aligned to the left margin
Abstract	12 pt, Bold	Lowercase letters, aligned to the left margin
Abstract text	12 pt, Normal	Lowercase letters, aligned to the left margin
Introduction, titles of chapters	12 pt, Bold	Lowercase letters, aligned to the left margin
Body text	12 pt, Normal	Lowercase letters, alignment on both sides
Summary	11 pt, Normal	Lowercase letters, alignment on both sides
Reference list	11 pt, Normal	Alignment on both sides, sources are numbered
Mathematical expressions: basic symbols, indices	11 pt, <i>Italic</i> 9 pt, <i>Italic</i>	One indent from the left margin
Titles of tables	11 pt, Bold	Centered, above the table. First, the number of the table, full stop, and title of the table
Table text	11 pt. Normal	Lowercase letters, aligned to the left margin or across the page
Titles of figures	11 pt, Bold	Centered, below the image. First, the picture number, full stop, and the title of the picture

When citing, the APA (*American Psychological Association*) citation style (<https://apastyle.apa.org/>) is used, where references to the cited literature source are given in parentheses indicating the author's last name and the year of publication, e.g. (Surname, 2020). If the author is already mentioned in the sentence of the article, there is no need to repeat the last name in parentheses, it is enough to indicate only the year, e.g. 'According to Surname (2020) ...'.

Reference list should follow APA citation style (examples are available at <https://apastyle.apa.org/style-grammar-guidelines/references/examples>).

More information on citation and bibliography: <https://www.mendeley.com/guides/apa-citation-guide>.

Submission of articles

- Articles for the first issue of the year by 30 April, for the second issue of the year by September 30 are sent by e-mail to the following address: izvalgos@utenos-kolegija.lt.
- A signed declaration by the authors of the article must be submitted together with the article.
- Articles that do not meet the norms of language culture (vocabulary, word formation, grammar) and scientific style (clarity and simplicity of thoughts, accuracy, conciseness) are returned to the authors without evaluation.
- After receiving an article prepared in accordance with the requirements, the editorial board organizes the article review procedure.
- The authors, after correcting and supplementing the article based on the reviewers' comments, send it to the editors by e-mail. The decision on the publication of the article is made by the editorial board.

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