UNIVERSITY OF LATVIA
FACULTY OF BUSINESS, MANAGEMENT AND ECONOMICS
**DEPARTMENT OF GLOBAL ECONOMICS
INTERDISCIPLINARY STUDIES**

Methodological Guidelines for term papers

Riga 2017

1. *GENERAL GUIDELINES*

1.1. The term paper is an independently developed and written up research. It *aims* at developing practical skills in research based on systematization and synthesis of theoretical knowledge. The term paper writing shall assist students in developing expertise and achieving critical engagement with the subject matter of their research as well as help students to become educated and efficient professionals able to creatively and critically approach diverse empirical data and make theoretical generalizations, substantiate conclusions and recommendations. Writing up research offers a good exercise in developing a good writing style and mastering the technicalities in paper and references/bibliography formatting.

1.2. Students shall independently demonstrate knowledge gained while studying grey literature, official documents, textbooks, professional and scholarly literature, statistical data, etc. The research should be done by applying modern research methods and tools. The term paper should hold an accurate and coherent presentation of the research procedure and findings as well as respective conclusions and recommendations.

The paper shall not contain any unacknowledged, copied material from the selected sources. Students should ensure logical arrangement of insights and their interpretation. The terminology used in the paper should be consistent. The paper should be an example of coherent and self-contained reasoning and transitions from one issue to another should be correlated.

1.3. The term paper may be developed individually or as a team research (2-3 people). A research team is recommended if a theme is very complex and the workload is so high that quality cannot be ensured by one person.

2. *KEY STAGES IN TERM PAPER DEVELOPMENT*

2.1. The term paper development includes the following key stages: choice and approval of the theme, preliminary planning, literature survey and necessary information accumulation, research and systematization of obtained information, writing up and formatting.

Students can choose one of the themes advised on by the Professional Bachelor's Study Programme in International Economics or Commercial Diplomacy or else to independently choose a theme or proceed with the earlier drafted report. The scientific advisor may be assigned by the Department or chosen by the student. The theme should be topical, related to the issues in the field of international economics and international business, and appropriate for student's abilities and interests.

2.2. In the course of term paper planning, it is necessary to identify the most important literature on the chosen theme, textbooks, encyclopaedias, relevant government decisions, collections of statistics and periodicals. The research should refer to the most recent publications in periodicals. The preliminary plan might be rather general.

2.3. The studies of selected literature and information is one of the key stages for term paper development. Students' task is to comprehensively and critically explore literature and numerical data at their disposal. Should the opinion of the author differ

from those expressed in text books or specialized literature, it should be introduced and substantiated. Any critical remark expressed by the author should be substantiated. When using the data found in statistical publications or collected by the author, particular attention should be paid to data comparability for the analysis of object in terms of time, territory, data structures, etc.

2.4. Systematization of obtained information and material, presentation of the results of data analysis, development of main conclusions and recommendations are of key significance.

3. STRUCTURE and CONTENT

3.1. Conventionally, term papers comprise:
- ❖ Title page (see Appendix 1);
- ❖ Table of contents (see Appendix 2);
- ❖ Introduction;
- ❖ Body text represented by chapters and subchapters;
- ❖ Conclusions and recommendations;
- ❖ List of abbreviations and acronyms (optional);
- ❖ References/ Bibliography;
- ❖ Appendix or Appendices (optional).

3.2. The recommended structure (as a percentage of the total paper volume) is as follows:

introduction 5 - 7%;
chapters and subchapters 80-85%;
conclusions and recommendations 5 – 8%

INTRODUCTION
A good introduction ensures success with the whole paper. The introduction comprises the following information: the goal, which should be specific and clearly formulated, key sources, research methods, research period, research limitations and topicality.
THE BODY OF THE PAPER
The body of the paper is organised in three chapters with respective subchapters. The first chapter establishes theoretical considerations of the research. Chapter and subchapter headings should accurately reflect the theme of the research. The coherence of the discussion and data analysis should be ensured by logical transitions from one issue to another.
CONCLUSION
The final part of the term paper should contain conclusions on the findings as provided by each chapter, theoretical generalizations, assessment of analysed processes, as well as recommendations. The latter, in particular, are necessary if the author has to offer problem solving opportunities.

4. FORMATTING

4.1. The presentation of material used for the purposes of the research should be coherent, clear, substantiated, accurate and concentrated. The term paper should be written in academic register. There shall be no pronoun "I" or verbs in the first person. For example, it is advised to avoid such phrases as "I believe", "in my opinion", etc.. and rather use such form as "the research shows".

Formatting

A4 size white paper, text on one side;
Word processed using Times New Roman; 12 pt. for the main text;
14 pt. for chapter headings;
Spacing between lines 1.5 pt.;
Margins: 3.0 cm for top, 2.0 cm for bottom, and right margins; 3.5 cm for left margins; The **volume** of the term paper may range from 20 to 25 pages. Pages are numbered consecutively in Arabic numerals in the upper right-hand corner of each page. Title page is counted towards the total number of pages and is the first page of the term paper but does not bear a page number. Table of contents is the second page followed by chapters and subchapters. The last page of the appendices is the last numbered page of the term paper.

Chapters should be numbered uniformly in Arabic numerals. Subchapters number is formed by a chapter number and a serial number of the respective subchapter, separated by a dot, for instance: 2.1 (The first sub-chapter of the second chapter). Chapters and subchapters should be named and numbered in the table of contents as well as in the body of the paper. Each chapter starts on a new page but subchapters should not start on a new page.

4.2. The quotation, paraphrase and summary of other authors' words or ideas should be acknowledged. A reference to the source may be given in two ways but only one of those should be chosen to use consistently throughout the paper:

a) reference may be inserted in the text in square brackets [6, *25*], wherein the first number is the number of the source in the reference list, and the other - a page. If a reference is made to several sources, the references are separated by a semicolon [7, *23*; 18, *3*];

b) reference may be given as a footnote and placed at the bottom of the page, below the line indicating the author(s)' surname and initials, place of publication, publishing house, year of publication, page. The references are numbered separately for each page starting with 1. If a single page contains several references to the same source, the first citation gives full bibliographic description, but if the text continuously refers to the same source on the same page use **ibid.** (Latin for 'in the same place'), indicating the source page number.

4.3. Quotations should be written in quotation marks. Paraphrase of other authors' thoughts and conclusions do not require inverted comas but shall be impartial and undistorted. Failure to produce references adequately qualifies as a rude violation of academic integrity.

4.4. Equations and formulas should be entered as a new line and numbered by chapter in Arabic numerals, for instance (2.5). Equation numbers must appear right aligned with open and closed parentheses at the level of equation lower line. Equations should be referred to within the body text by their number in parentheses.

4.5. Schemes, diagrams, graphs, etc. used for illustrative purposes are called *Figures*. Figures are numbered by chapter in Arabic numerals. Each figure has its caption and captions of figures are written below the data (e.g. Figure 1.2 Structural changes in Latvia's GDP). Figures are entered at once following the reference to those in the text. Figures and tables are to be entered so they may be inspected by rotating the page 90° to the right.

4.6. For the sake of clarity, numerical data should be presented in easily accessible tables. Each table should be cited specifically in the text and in numerical order. Captions should be clearly formulated and written above, aligned right and numbered by chapter in Arabic numerals, for instance, Table 2.1, where the first number is the chapter number and the second - the table sequence number in this chapter. Tables should be referred to within the body text in abbreviated form, e.g. (see Tab.2.2). Table contents should be divided into columns with the respective headings. Tables and column names should answer questions: where?, when?, in what units of measurement? Column names should be capitalised, subheadings - if they form a sentence with the name of the column – are written in lowercase; if they are independent, capitalized. When moving the table onto the next page, as well as for ease of data analysis, columns are numbered. Tables should be inserted in the text as close to the point of reference as possible, and definitely within the same section. Tables should be placed so that they could be viewed either with no need to rotate the page or rotate the page 90 degrees right. The units of measurement and their expression used in the term paper should comply with the standard. If all the table data is expressed in the same units, then it can be indicated in parentheses beneath the caption. If the table data is expressed in different units, then those are indicated in a separate box or beside the column headings, separated by commas.

Example

Table 1.4

Linear Regression Analysis: Impact of Marketing Performance

on Business Performance

Model	Unstandardized coefficients		Standardized coefficients	t-value	p-level
	B	Std. Error	Beta		
(Constant)	2.424	0.228		10.633	0.000
Marketing Performance	0.230	0.099	0.150	2.301	0.022

Source: Author's illustration based on own quantitative research

4.7. To format references or bibliography list, the student should know general guidelines for bibliographic description (see Appendix 3). Bibliography lists sources in the language of publication. To separate one item in the bibliographic description from another, punctuation is used. The list of references should be headed by grey literature, i.e. the laws adopted by Saeima of the Republic of Latvia, government decisions and other official documents, collections of statistics, then followed by other sources in alphabetical order. The list contains bibliographic items of different types (translated, published in several volumes and so on.). Bibliography must be listed in the alphabetical order, first the sources in Latvian, then in English, French, Russian and German.

4.8. The final version of term paper should be bound in cover and submitted to scientific advisor.

University of Latvia
Faculty of Business, Management and Economics
Department of Global Economics Interdisciplinary studies

TERM PAPER

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
(title of the paper)

Business Administration BSP

_____
programme
__. year student

Author   (signature)   ....…………………………
                                                        (Name, Surname)

                                          Student ID card No …….….....

Supervisor   (signature)   ………………………….…
                                                 (Name, Surname, academic degree,
                                                 position)

Riga 201____

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BIBLIOGRAPHY

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