Type or paste the title of your MANUSCRIPT here
(no more than 20 words, use style Manuscript title, or alt + ctrl + t)

Name SURNAME ORCID iD (!)1, Name SURNAME ORCID iD (!)2 (use style Author names, or Alt + Ctrl + N)

1Department and/or Faculty, University, City, Country

2Department and/or Faculty, University, City, Country (use style Affiliation, or Alt + Ctrl + A)

Corresponding author: name, surname, email
 (use style Correspondence details, or Alt + Ctrl + C)

Received day month year; accepted date (use style Received dates, or Alt + Ctrl + R)

**Abstract.** An abstract should be a brief summary of significant items of the main paper. An abstract should give concise information about the content of the core idea of the paper and clearly describe methods and the major findings reported in the manuscript. The structure of an abstract is the following: purpose, methodology, findings, research implications (if applicable), practical implications, the originality and value of the paper. The volume of an abstract should not exceed 200 words. Font Times New Roman 9 pt should be used for formatting an abstract. The customised styles or the key combinations of the template can be used for quick formatting of the whole manuscript (the full list is provided at the end of the template). Also, the appropriate style of each item is indicated at the end of its description, e.g. use style Abstract, or Alt + Ctrl + S.

**Keywords:** some general terms, some subject-specific terms. There should be no less than 6 and no more than 10 keywords. Keywords should be formatted in Times New Roman 9 pt (use style Keywords, or Alt + Ctrl + K).

**JEL Classification**: M41, C83, L20

# Introduction (use style Heading 1, or Alt + Ctrl + 1)

Introduction, Conclusions, References, and Appendix are not numbered. Use Times New Roman 10 pt for formatting paragraphs in a section, or to continue after an extract (use style Paragraph body, or Alt + Ctrl + Z).

In the introduction, context of the research should be established, the purpose and/or hypothesis that was investigated should be stated. The information on previous research on the subject can be included either in Introduction, or in the following section. Also, the main idea, importance, novelty, etc. can be indicated in this section (use style Paragraph body, or Alt + Ctrl + Z).

# 1. General regulations (use style Heading 1, or Alt + Ctrl + 1)

The main text should include previous research on the subject (if it is not included in the Introduction), methodology and/or theoretical framework, results of the research, and discussion with interpretation of results obtained. Use *Italic* (not boldface typing or capital letters)for emphasizing a word or a phrase. More requirements for a manuscript are provided in Table 1 (use style Paragraph body, or Alt + Ctrl + Z).

Table 1. Requirements for a manuscript. For formatting the title of the Table use
Times New Roman 9 pt
(style Table title, or Alt + Ctrl + I) (source: Author, year)

|  |  |  |
| --- | --- | --- |
| Requirements | Clarification | Other notes |
| The manuscript should include all parts.  | Abstract, keywords, notations, introduction, body text, conclusions, and references. | Acknowledgements, funding, disclosure statement, authors contribution and appendices can be added if needed. Acknowledgements, funding, disclosure statement and contribution should be provided into the Title Page. |
| All figures and tables must be placed and cited in the text in consecutive numerical order. The resolution of pictures should be no less than 300 dpi (dots per inch).  | If the size of the final file is too large (more than 10 MB), then the manuscript should contain the figures with minimised resolution, and the original figures must be provided in original size, resolution and appropriate format. Do not use text editor for providing separate figures. | For more details see section ‘Figures and tables’  |
| Proper citation of sources is necessary.  | The Journal uses the APA Style (surname and date) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. Every reference cited in the text should be also present in the reference list and vice versa.  | For more details see section ‘Reference style’. Examples are provided in section ‘References’.  |
| The list of references should be made according to the reference requirements of the Journal.  | References should be listed in alphabetical order.Please check if all names and surnames of the authors, also the details (title, year, volume, pages, etc.) in the list of references are correct. For more information and examples see sections ‘Reference style’ and ‘References’. | Please check if all information required in the description of each reference is added. |
| Acknowledgements, funding, disclosure statement, and author contributions should be provided in a separate file (Title Page).  | In order to ensure author anonymity, the information will be included in the manuscript after peer-review process. Please do not write acknowledgements for editors and referees! |  |

## Formatting lists (use style Heading 2, or Alt + Ctrl + 2)

For bulleted lists use an en-dash (–) rather than strong dot (•). It should be formatted in Times New Roman 10 pt, e.g.:

* First;
* Second;
* Third (use style Bulleted list, or Alt + Ctrl + B).

To create numbered lists, use the following style:

1. First;
2. Second;
3. Third (use style Numbered list, or Alt + Ctrl + L).

# 2. Formulas and equations (use style Heading 1, or Alt + Ctrl + 1)

Formulas, equations and their components presented in the text must be written in Equation Editor. The size of basic symbols in equations should correspond to the letter size of the main text – 10 pt; indexes should be in 7,5 pt, sub-indexes – 6 pt.

All the numerals, including index numbers, are presented in Regular type, variables in *Italic*. Matrices are written in square brackets [ ] or bold, and vectors in figurative brackets { }. Equations should be formatted in Times New Roman 10 pt. Punctuate equations with com­mas or periods when they are a part of a sentence, as in:

  (use style Displayed equation, or Alt + Ctrl + E), (1)

if necessary, value of symbols should be specified.

Please confine equations to one column width – 8 cm. If the equation is longer, it should be split at appropriate algebraic symbols. The parts of the longer equations must be horizontally left aligned in the equation editor.

Equations are numbered by Arabic numerals in round brackets and aligned right. The punctuation and numbers of longer equations, like (2), must be vertically centred with the last line of the equation.

  (2)

Use an en-dash (–) rather than a hyphen (-) for a minus sign. Please note that an en-dash should be used for connecting values (years, tables, figures, equations, etc.) in a range; for connecting variables in a range, please use ÷, or ‘from … to …’ construction. Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from *Insert* → *Symbol*. In the *Symbol* dialog box select the required character and click *Insert*.

# 3. Figures and tables (use style Heading 1, or Alt + Ctrl + 1)

Style and font size of all tables and figures should be the same in the whole manuscript. Figures and tables should follow the requirements provided in Table 2. Do not use boldface for text within figures (diagrams, charts and schemes), for emphasis use *Italic*. All tables should be presented as a part of the text and should be editable (do not use any macros and screenshots for figures and tables).

Table 2. Requirements for tables and figures. For the title of the Table use
Times New Roman 9 pt
(style Table title, or Alt + Ctrl + I)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Line thickness | File formats |
| Tables | Times New Roman 9 pt | 0.5 pt | \*.doc, \*.docx |
| Photos and images (resolution – no less than 300 dpi) | – | – | \*.jpg, \*.tiff, \*.gif, \*.png |
| Diagrams, charts, schemes | Times New Roman from 5 to 8 pt | From 0.3 to 2 pt | \*.pdf, \*.eps, \*.cdr, \*.xls, \*.xlsx, \*.dwg |

*Note:* The width of figures and tables should be either 8 cm, or 14–16.5 cm. Use Times New Roman 8 pt for formatting notes (style Notes, or Alt + Ctrl + O).

Insert figure here

 (no colourful backgrounds in the charts)

Figure 1. Title of the figure. Obtain permission and include the acknowledgement required by the copyright holder if a figure is being reproduced from another source. For the title of the Figure use Times New Roman 9 pt
(style Figure caption, or Alt + Ctrl + F)

Care and attention must be given to below guidelines because importing graphics packages can often be problematic:

* All figures and tables must be placed and cited in the text in consecutive numerical order. In multi-part figures, each part should be labelled, e.g. Figure 1. \*\*\*\*: a – \*\*\*; b – \*\*\*.
* The resolution of pictures should be no less than 300 dpi (dots per inch). If the size of the final file is too large (more than 10 MB), then the manuscript should contain the figures with minimised resolution, and the original figures must be provided in separate files.
* Figures in separate files should be saved in appropriate formats (see Table 2). The file name for the graphics should include their short description (e.g. Fig\_1, Fig\_2a).

# 4. Reference style (use style Heading 1, or Alt + Ctrl + 1)

Please use the APA (surname and year) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. For the work by two authors both should be mentioned every time. The word “and” between the authors’ names within the text and the ampersand in parentheses should be used, e.g. Brown and Caste (2004)… or (Brown & Caste, 2004). The first author’s surname followed by et al. should be used if the item have three or more authors (Singh et al., 2012). Write out the full name of the organizations or groups that serve as authors the first time they appear in the text, e.g. (Vilnius Gediminas Technical University [VGTU], 2018). For subsequent citations, the name of the group or organization may be abbreviated (VGTU, 2018). In case the list of references includes persons bearing the same surnames, the first letter of the author’s name should be indicated, e.g. (V. Paulauskas & D. Paulauskas, 2013). Sources of the same authors and the same year should be mentioned in the following way (Liu, 2013a, 2013b). In case no author is indicated, the title of the source in the signal phrase, and the first word or two of the title in the parentheses should be used (*Oxford Dictionary of English*, 2010). If there is no date in the source, the abbreviation “n.d.” (for “no date”) should be used. Two or more works by different authors who are cited within the same parentheses should be listed in alphabetical order by the first author’s surname and putting semicolons between them. Please use the transliterated (not translated) version of the names and sources in Cyrillic according to the USA Library of the Congress Romanization rules <https://www.loc.gov/catdir/cpso/roman.html>.

See examples in Reference list:

* For a book (Montgomery, 2012; *Oxford Dictionary of English*, 2010);
* For chapters or parts of edited works included in collections or textbooks (Slack, 2007);
* For journal articles (Chrobot-Mason, & Aramovich, 2013; Davoudabadi et al., 2019; Liu, 2013a, 2013b; V. Paulauskas & D. Paulauskas, 2013);
* For internet documents (Brown, 2019; Klibanoff, n.d.);
* For online newspapers (Isaak, & Conger, 2018);
* For conference proceedings:
1. published (Saraiji, Harb, & Hamdan, 2011);
2. unpublished (Brown & Caste, 2004);
* For thesis or dissertation (Sledevič, 2016; Suwetwattanakul, 2010);
* For technical reports (Eller, & Olson, 2009);
* For working papers (Altunbas, Manganelli, & Marques-Ibanez, 2011);
* For quality standards (European Committee for Standardization, 2005; International Organization for Standardization, 1998);
* For EU publications (European Parliament & Council of the European Union, 2009);
* For videos (Harvard University, 2019);
* For social media posts (Gates, 2019; News from Science, 2019);
* For archives (Wilson, 2000).

For formatting references use Times New Roman 9 pt (style References, or Alt + Ctrl + X).

# Conclusions (use style Heading 1, or Alt + Ctrl + 1)

Conclusions or generalizations about your research should be presented using Times New Roman 10  pt (use style Paragraph body, or Alt + Ctrl + Z). **Do not provide figures or tables in Conclusions.**

# References (use style Heading 1, or Alt + Ctrl + 1)

Altunbas, Y., Manganelli, S., & Marques-Ibanez, D. (2011). *Bank risk during the financial crisis. Do business models matter?* (ECB Working Paper Series 1394). European Central Bank.

Bown, J. (2019, December 17). *How charity apps may be making us more generous*. BBC News. <https://www.bbc.com/news/business-50572939>

Brown, S., & Caste, V. (2004, May). *Integrated obstacle detection framework*. Paper presented at the IEEE Intelligent Vehicles Symposium, Detroit, MI.

Chrobot-Mason, D., & Aramovich, N. P. (2013). The psychological benefits of creating an affirming climate for workplace diversity. *Group & Organization Management*, *38*(6), 659–689. <https://doi.org/10.1177/1059601113509835>

Davoudabadi, R., Mousavi, S. M., Šaparauskas, J., & Gitinavard, H. (2019). Solving construction project selection problem by a new uncertain weighting and ranking based on compromise solution with linear assignment approach. *Journal of Civil Engineering and Management, 25*(3), 241–251. <https://doi.org/10.3846/jcem.2019.8656>

Eller, A., & Olson, R. (2009). *Recycled pavements using foam asphalts in Minnesota* (Report No. MN/RC 2009-09). Minnesota Department of Transportation.

European Committee for Standardization. (2005). *Eurocode 3: Design of steel structures – Part 1-9: Fatigue* (EN 1993-1-9). <https://www.phd.eng.br/wp-content/uploads/2015/12/en.1993.1.9.2005-1.pdf>

European Parliament, & Council of the European Union. (2009). *Directive 2009/28/EC of the European Parliament and of the Council of 23 April 2009 on the promotion of the use of energy from renewable sources and amending and subsequently repealing directives 2001/77/EC and 2003/30/EC*. <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32009L0028>

Gates, B. [@BillGates]. (2019, September 7). *Today, it’s difficult for researchers to diagnose #Alzheimers patients early enough to intervene. A reliable, easy and accurate diagnostic would* [Thumbnail with link attached] [Tweet]. Twitter. <https://twitter.com/BillGates/status/1170305718425137152>

Harvard University. (2019, August 28). *Soft robotic gripper for jellyfish* [Video]. YouTube. <https://www.youtube.com/watch?v=guRoWTYfxMs>

International Organization for Standardization. (1998). Ergonomics of the thermal environment – Instruments for measuring physical quantities (ISO 7726:1998)*.* Geneva, Switzerland. Isaak, M., & Conger, K. (2018, October 2). Facebook hack puts thousands of other sites at risk. *The New York Times*. <https://www.nytimes.com>

Klibanoff, A. (n.d.). *How sweet it is: the lowdown on sugar substitutes*. Retrieved January 8, 2020, from <https://www.wellwellwell.com/the-lowdown-on-sugar-substitutes/>

Liu, P. (2013a). Some geometric aggregation operators based on interval intuitionistic uncertain linguistic variables and their application to group decision making. *Applied Mathematical Modelling*, *37*(4), 2430–2444. <https://doi.org/10.1016/j.apm.2012.05.032>

Liu, P. (2013b). Some generalized dependent aggregation operators with intuitionistic linguistic numbers and their application to group decision making*. Journal of Computer and System Sciences*, *79*(1), 131–143. <https://doi.org/10.1016/j.jcss.2012.07.001>

Montgomery, D. C. (2012). *Introduction to statistical quality control* (7th ed.). Wiley.

News From Science. (2019, June 21). *Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system – and beyond? This* [Image attached] [Status update]. Facebook. <https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater>

Oxford Dictionary of English (3rd ed.). (2010). Oxford University Press.

Paulauskas, V., & Paulauskas, D. (2013). Evaluating the width of navigational channels. *Transport*, *28*(2), 166–174. [https://doi.org/10.3846/16484142.2013.802746](http://dx.doi.org/10.3846/16484142.2013.802746)

Saraiji, R., Harb, A., & Hamdan, M. O. (2011). Performance of LED street lights in hot environments. In K. Domke & C. A. Brebbia (Eds.), *Light in engineering, architecture and environment* (pp. 147–158). WIT Press. <https://doi.org/10.2495/LIGHT110131>

Slack, B. (2007). The terminalisation of seaports. In J. Wang, D. Olivier, T. Notteboom, & B. Slack (Eds.), *Ports, cities, and global supply chains* (pp. 41–50). Ashgate.

Sledevič, T. (2016). *An efficient implementation of lattice-ladder multilayer perceptrons in field programmable gate arrays* (Doctoral dissertation). Vilnius Gediminas Technical University, Vilnius, Lithuania. <http://dspace.vgtu.lt/handle/1/2615>

Suwetwattanakul, C. (2010). Developing a knowledge sharing model for the implementation of the learning organization in Thailand (Unpublished doctoral dissertation). Victoria University, Melbourne, Australia.

Wilson, B. (2000). *Typescript of short story Brothers and Sisters by Budge Wilson*. Budge Wilson fonds (MS-2-650.2013-070, Box 3, Folder 9). Dalhousie University Archives, Halifax, Nova Scotia, Canada.

# Appendix may be added if needed.

# Notations (use style Heading 1, or Alt + Ctrl + 1)

In this section, variables, functions, abbreviations, etc. should be listed with explanations. Please note that these explanations should not be repeated in the running text (use style Paragraph body, or Alt + Ctrl + Z).

*Variables and functions*

*a* – explanation of the first variable;

*b* – explanation of the second variable;

*c* – explanation of the third variable, etc.

*Abbreviations*

EFA – Example of First Abbreviation, etc.

# To view the customised styles of the template

Select **Home***.* You should now see the **Styles**gallery in the top right of the screen. Click on the small arrow in the bottom right corner of the box for the Styles window. **Faster way to open *Styles* gallery: click the following key combination** (**Alt + Ctrl + Shift + S**).

# Keyboard shortcuts

The template contains a collection of styles which are applied using the custom toolbars. Highlight a portion of the text, for example, the article title, look for the appropriate style in the custom toolbar and click the style name to apply it. Proceed through the document applying the styles as needed for your article. The following key combinations can be used to achieve the same result:

* Manuscript title (Alt + Ctrl + T)
* Author names (Alt + Ctrl + N)
* Affiliation (Alt + Ctrl + A)
* Correspondence details (Alt + Ctrl + C)
* Received date (Alt + Ctrl + R)
* Abstract (Alt + Ctrl + S)
* Keywords (Alt + Ctrl + K)
* Heading 1 (Alt + Ctrl + 1)
* Heading 2 (Alt + Ctrl + 2)
* Paragraph body (Alt + Ctrl + Z)
* Bulleted list (Alt + Ctrl + B)
* Numbered list (Alt + Ctrl + L)
* Displayed equation (Alt + Ctrl + E)
* Notes (Alt + Ctrl + O)
* References (Alt + Ctrl + X)
* Table title (Alt + Ctrl + I)
* Figure caption (Alt + Ctrl + F)