

**LATVIA UNIVERSITY OF LIFE SCIENCES AND
TECHNOLOGIES**

Faculty of Veterinary Medicine



**STRUCTURE AND DESIGN OF
THE FINAL THESIS**

Methodological guidelines

For students of second cycle professional study programme

“Veterinary Medicine”

Jelgava 2022

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The methodological guidelines are intended for students of the Faculty of Veterinary Medicine second cycle professional study programme, and they contain a compilation of the requirements for the structure and design of the Final Thesis.

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CONTENTS

| | |
|--|----|
| ABBREVIATONS USED IN WORK | 4 |
| 1. DEVELOPMENT OF THE DIPLOMA THESIS | 5 |
| 1.1. Diploma Thesis in the study plan | 5 |
| 1.2. Choice and approval of the research topic | 5 |
| 1.3. Design and submission of the thesis | 6 |
| 1.4. The review process | 7 |
| 1.5 The defence of the diploma thesis | 7 |
| 2. STRUCTURE OF THE THESIS | 8 |
| 2.1. Title page | 8 |
| 2.2. Abstract | 9 |
| 2.3. Contents | 9 |
| 2.4. List of abbreviations and symbols used in the thesis | 9 |
| 2.5. Introduction | 10 |
| 2.6. Scientific literature review | 10 |
| 2.7. Materials and methodology | 10 |
| 2.8. Results and discussion | 11 |
| 1.9. Conclusions | 11 |
| 1.10. Recommendations | 11 |
| 2.11. References | 11 |
| 2.12. Appendices | 15 |
| 2.13. Pledge of Honour | 15 |
| 3. FORMATTING | 16 |
| 3.1. Formatting of the text | 16 |
| 3.2. Formatting tables and images | 17 |
| REFERENCES | 19 |
| APPENDICES | 20 |

ABBREVIATIONS USED IN WORK

| Abbreviation | Decipherment |
|---------------------|--|
| ECTS | <i>European Credit Transfer System</i> – a unit for measuring a student's work. One Latvian credit point equals 1 ECTS (until 2024, one Latvia CP equals 1,5 ECTS) |
| CP | Credit point |
| LBTU | Latvia University of Life Sciences and Technologies |
| LBTU IS | Latvia University of Life Sciences and Technologies Information System |
| FVM | Faculty of Veterinary Medicine |
| SEC | State Examination Commission |
| FE | Final Examination |

1. DEVELOPMENT OF THE DIPLOMA THESIS

1.1. Diploma Thesis in the study plan

The Diploma Thesis is planned in the amount of 10 credit point (CP) (15 European Credit Transfer System (ECTS)) in the study plan of second cycle professional study program “Veterinary Medicine”. The development of the Diploma theses is evaluated by entering grades in the respective examination list:

- 10th semester study course *Diploma Thesis I*– The final evaluation of the study course is a formal test (pass), if the study course requirements have been fulfilled, i.e., the student, under their supervisor’s supervision, has determined the aim of the thesis, enabling objectives and a plan of the development of the thesis; the topicality of the research, the title of the topic, the aim and enabling objectives, and the development plan must be approved in the academic meeting of the institute under which the thesis is being developed;
- 11th semester study course *Diploma Thesis II* - The final evaluation of the study course is a formal test (pass), if the study course requirements have been fulfilled, i.e., 60 % of the diploma thesis has been developed (the scientific literature review and methodology sections of the diploma thesis must be complete) and the supervisor’s approved draft of the thesis has been also approved in the academic meeting of the respective institute;
- 12th semester study course *Diploma Thesis III*– The study course is evaluated in accordance with the 10-point scale criteria defined by the study regulations of the Latvia University of Life Sciences and Technologies (LBTU). The diploma thesis must be finished, formatted according to the Faculty of Veterinary Medicine (FVM) methodological guidelines for the structure and design of the final thesis, defended in front of the FVM State Examination commission (SEC) and evaluated with a grade. The grade consists of an average grade of the reviewer of the thesis and the FVM state examination commission.

The development of the thesis is conducted in accordance with the calendar plan that is approved by the Council of FVM for the respective academic year.

1.2. Choice and approval of the research topic

During the 10th semester of the second cycle professional study program “Veterinary Medicine”, students, together with their supervisors, agree on a topic of the diploma thesis, its aim and enabling objectives, the development plan and fill out the Diploma Thesis task form (see Appendix 2). In the form, the title of the topic must be indicated both in Latvian language and English language. The aim of the research, the enabling objectives, and the development plan must be indicated in the form as well. When the form is filled out and approved by the supervisor, it must be submitted to the institute under which the diploma thesis will be developed, in accordance with the calendar plan that is approved by the Council of FVM for the respective academic year.

After the diploma thesis application form has been reviewed and approved by the representative institute, it is forwarded to the study program director for approval. The title of

the topic in Latvian and English can be edited or changed until the Dean's order about the diploma thesis topics has been prepared. The final title of the topic must coincide everywhere where it is mentioned – the title page of the thesis, the abstract, and the protocol of the institute academic meeting, where it was approved.

During the development of the thesis, it is possible to invite consultants from the faculty or professionals of the field.

1.3. Design and submission of the thesis

The diploma theses are submitted in accordance with the calendar plan that is approved by the Council of FVM for the respective academic year.

The institutes organize a pre-defence meeting no later than three weeks before the submission of the theses. If deemed necessary several pre-defence meetings may be organised, the institute can organize student applications for specific sessions.

Students submit their fully developed diploma theses, which are formatted in accordance to the methodological guidelines and saved in *Portable Document Format* (PDF), in the LBTU E-studies system, under the study course Diploma Thesis III subsection Pre-defence of the Diploma thesis. Together with the file of the thesis, under the study course Diploma Thesis III subsection Pre-defence of the Diploma thesis, the student must submit their presentation. During the pre-defence, the student presents their thesis and answers questions. The presentations should be up to 10 minutes long and the question and answer session should last up to 10 minutes as well. The protocol of the academic meeting of the institute will document the decision about the approval of the thesis for defence, as well as any corrections that are necessary to make until the defence.

After the successful pre-defence and revision of the thesis, the student shall submit the thesis to the SEC secretary no later than 10 working days before the first meeting of the Commission. On the same day, the student must upload the electronic file of the thesis in the LBTU Information System (LBTU IS) using their LBTU IS user account for plagiarism control. The file has to be saved in PDF format and titled using the last name and name of the student and their matriculation number, for example, Smith_John_VM55555. The title of the file should not include diacritic marks, cedillas, etc.

The supervisor with their signature confirms that the thesis is complete and that the necessary corrections to the thesis have been made. If the corrections have not been made and the supervisor does not give their signature, the thesis cannot be moved for defence.

The diploma thesis must be submitted in one copy. The thesis can be submitted in printed form bound in blue colour hard covers (see format of hard cover in Appendix 5) or electronically, signed with a secure electronic signature. When submitting a diploma thesis signed with a secure electronic signature, the thesis is electronically signed by everyone whose signatures are provided on the title page of the thesis. A diploma thesis signed with a secure electronic signature is sent to the SEC secretary

If the diploma thesis is signed electronically, in all the pages in which a physical signature would be required the following text should be written at the bottom of the page: THIS

DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP

1.4. The review process

The reviewers for the diploma theses are appointed in the institutes and the submission of the theses to the reviewers in accordance with the calendar plan that is approved by the Council of FVM for the respective academic year. The reviewers are approved with the Dean's order, which is prepared according to the protocol of the academic meeting of the institutes.

A copy of the diploma thesis must be submitted to the reviewer, the student has to arrange with the reviewer in what format the thesis is submitted – printed or electronic.

The reviewer must submit the review (see Appendix 4) to the SEC secretary no later than 3 working days before the start of the SEC work. The SEC secretary sends the review to the author and supervisor of the diploma thesis no later than one working day before the start of the commission's work.

The reviewer must provide a justified assessment of the thesis and ask one or more questions.

If the reviewer's assessment of the diploma thesis is negative, the student can defend their thesis.

1.5 The defence of the diploma thesis

A student can defend their diploma thesis only if they have fulfilled all of the requirements of the study program (except the final examinations) and the Dean's order about allowing students to take the final examinations has been approved.

The SEC meetings are open, anyone can participate in the discussion and ask questions, but only the SEC, approved with the Rector's order for each academic year, has the right of evaluation.

The student must present their diploma thesis for no longer than 10 minutes, the SEC has the right to end the presentation if the student exceeds the time limit. After the presentation, the student must answer first to the questions of the SEC, secondly, to the questions of the audience, then to the questions of the reviewer.

After all students of the day have presented, the commission decides the students' final grade in a closed meeting.

2. STRUCTURE OF THE THESIS

The minimum number of pages required for the diploma thesis, excluding the references and appendices are 85,000 characters (including spaces, but no less than 45 pp. and no more than 170 000 characters (90 pp.)). The literature review and introduction together cannot exceed 50 percent of the total volume of the Diploma thesis (in pages), the list of references is not included in the volume of the thesis.

From the information sources used for the diploma thesis no less than 20 literature sources cannot be older than 10 years.

The Diploma Thesis should contain the following parts:

- Title page (Appendix 1);
- Abstract;
- Contents;
- List of abbreviations and symbols used in the thesis (if necessary);
- Introduction;
- Scientific literature review;
- Materials and methodology;
- Results and discussion*;
- Conclusions;
- References;
- Appendices (if necessary);
- Pledge of Honour (Appendix 3).

In addition to the chapters and subchapters listed above, other parts can be added to the diploma thesis as well, e.g., Recommendations.

* If necessary this chapter can be divided into two chapters.

2.1. Title page

The title page is formatted as indicated in the example in Appendix 1. The title page must be formatted with a 6pt spacing between paragraphs, with 20mm margins from the right side, left side, top and bottom of the page. The title page is included in numeration of the thesis, but the title page is not numbered. The title page must include the following information:

- LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES - font *Times New Roman*, character size 18pt, block letters, bold;
- Faculty of Veterinary Medicine,.... institute, under which the thesis is being developed - font *Times New Roman*, character size 16pt, bold;
- Full Name, Last Name (like it is registered in LBTU IS) – font *Times New Roman*, character size 18pt;
- TITLE OF THE TOPIC IN ENGLISH - font *Times New Roman*, character size 20pt, block letters, bold;

- TITLE OF THE TOPIC IN LATVIAN - font *Times New Roman*, character size 18pt, block letters, bold;
- Diploma Thesis supervisor, academic position, Name, Last Name - font *Times New Roman*, size of characters 14pt;
- Author of Diploma Thesis, Matr. No. [...] Name, Last Name (like it is registered in LBTU IS) - font *Times New Roman*, character size 14pt;
- Jelgava [year] – font *Times New Roman*, character size 14pt.
- If the diploma thesis is signed electronically, the following text should be written at the bottom of the page: THIS DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP (font *Times New Roman*, size of characters 12pt, block letters).

2.2. Abstract

An abstract is a short and informative characterization of the thesis. The abstract must be written in two languages (each on its own page): Latvian and English. The length of the abstract (with spaces) is not more than **850 characters** (in both languages). The abstract of the diploma thesis is also meant to be submitted in LBTU IS when the diploma thesis is submitted electronically.

The abstract comprises the following information:

- The formal characterization of the thesis – the last name of the author and the initial of their name, the title of the thesis;
- The characterization of the thesis volume - the number of pages, tables, figures, informative sources and appendices used;
- A short description of the contents of the thesis.

2.3. Contents

The contents contain all titles of the chapters and subchapters that are located after the contents, numbered in numbering sequence, indicating the number of the appropriate page. The thesis chapters (*Literature review*, *Materials and methodology*, *Results and discussion*) and their subchapters are numerated. The rest of the sections are not numbered.

2.4. List of abbreviations and symbols used in the thesis

This section is included in the thesis if there are more than 10 abbreviations in the thesis. Otherwise, the abbreviation is deciphered with a detailed explanation, e.g. Food and Veterinary Service (FVS). Regardless whether a list of abbreviations is provided in the thesis, when an abbreviation is used for the first time in the text, the full term is written and the abbreviation

used further in the text must be written in brackets. While making the list of decipherments, the abbreviations, symbols and special terms must be arranged in columns with the decipherment on the right side. The generally accepted abbreviations, symbols and terms are not included in the listing. The abbreviations must be deciphered in the language, in which the thesis is written, except ones that cannot be translated.

Example:

ABBREVIATIONS AND SYMBOLS USED IN WORK

| Abbreviations | Explanation |
|----------------------|---------------------------|
| bp | Base pair |
| PCV2 | Porcine circovirus type 2 |

2.5. Introduction

In the introduction the student justifies the choice of the topic, its significance and topicality, and gives a preview of the research problem. In the end of the introduction, one aim of the research is formulated and several enabling objectives for reaching the aim are defined and coordinated with the supervisor. The aim of the thesis must be formulated concisely, i.e. it must be brief, precise and specific. There must be several enabling objectives listed and they must be relevant to the topic, executable, precise, and have to reflect what has to be done during the analysis in order to develop the thesis.

2.6. Scientific literature review

The literature review contains an analysis of the theoretical information corresponding to the topic, and a broad summary of findings from the reviewed literature and other sources of information on the research topic is presented systematically, citing the research results of other authors. Direct reprinting of other authors' publications is not permitted when creating this and all the other chapters of the thesis. Citations must be used when quoting publications.

2.7. Materials and methodology

In the methodology subchapter, the author provides the characterization of the research object, describes the methods used in the research (methods of laboratory diagnostics, clinical examination and technologies etc.) the data collection methodology, and the data processing or the data statistical processing methodology.

2.8. Results and discussion

In this chapter, the results of the performed calculations are reflected and analyzed in detail supplementing the text with tables and figures. The titles of the tables and figures, their explanatory text must be complete so that the table or figure can be perceived completely as an autonomous unit of information. The insertion of tables or graphic materials without being referred to in the text is not permitted. When developing this chapter, the author interprets and analyzes the results of their calculations and compares them to the results obtained in researches of other authors.

1.9. Conclusions

The conclusions have to provide a summarized answer to the enabling objectives, the conclusions are short and summarizing. The conclusions are derived from the results. Numerical material can be included in the conclusions, but general knowledge or results that were not obtained during the research may not be included. The conclusions must be concrete, they are formulated as theses and are numbered.

1.10. Recommendations

If necessary, in this section of the thesis, the author may express an opinion on the methodology, data obtained in the research and other implementation of relevant information in practice.

2.11. References

In all cases when research or ideas of other authors or previously published research of the author of the thesis are used in the thesis, there must be a reference to these sources. Each of the listed references must be cited in the thesis.

Items in the references are numbered and listed alphabetically, all of the bibliographic information of all sources used in writing the thesis (books, scientific articles, periodicals, internet sources etc.) are included in the list. All sources used are listed alphabetically by the first letter of the author's last name or the first letter of the title of the article, if the author is unknown; normative acts are listed according to the type of act (laws, CM regulations, procedures, orders, instructions etc.). If there are sources used in the thesis which are written in Cyrillic characters, they must be listed at the end of the reference list.

Requirements for formatting references and in-text citations

| Source | Reference with example | In-text citation |
|---|--|--|
| Journal article (electronic/online) (one author) | Author`s Last Name Initial., publishing year. Title of the article. Title of the journal. Volume No. (number of the section/month), pp. <u>Example:</u> Bokkenheuser V., 1970. <i>Vibrio fetus</i> infection in man. American Journal of Epidemiology. 91(4): pp. 400-409. | ...text (Bokkenheuser, 1970) |
| Journal article (electronic/online) (2 authors) | Last Name Initial of all authors., publishing year. Title of the article. Title of the journal. Volume No. (number of the section/month), pp. <u>Example:</u> Bokkenheuser V., Fisher T., 1999. <i>Vibrio fetus</i> infection in man. American Journal of Epidemiology. 16(4): pp. 20-29. | ...text (Bokkenheuser & Fisher, 1999) |
| Journal article (electronic/online) (3 and more authors) | Last Name Initial of all authors., publishing year. Title of the article. Title of the journal. Volume No. (number of the section/month), pp. <u>Example:</u> Kovaļenko K., Roasto M., Šantare S., Berziņš A., Hörman, A., 2014. <i>Campylobacter</i> species and their antimicrobial resistance in Latvian broiler chicken production. Food Control, 46. pp. 86-90. | ...text (Kovaļenko <i>et al.</i> , 2014) |
| Journal article (printed) | Rules apply as before Last Name, Initial of all authors., publishing year. Title of the article. Title of the journal. Volume No. (number of the section/month), pp. <u>Example:</u> Miceli D.D., Pignataro O.P., Castillo V.A., 2017. Concurrent hyperadrenocorticism and diabetes mellitus in dogs. Research in Veterinary Science. 115, p.425-431. | ...text (Miceli <i>et al.</i> , 2017) |

continuation of table 2.1.

| Source | Reference with example | In-text citation |
|---------------------------|---|---------------------------------------|
| Book by one author | Author's Last name, Initial., publishing year. Title of the book. Edition (if published repeatedly). Place of publication: Publisher. Total number of pages or the page/pages used. <u>Example:</u> Neville C., 2010, The Complete Guide to Referencing and Avoiding Plagiarism. 2nd Ed. Maidenhead: Open University Press. 300 p. | ...text (Neville, 2010) |
| Book by 2 authors | Author's Last name, Initial., Authors Last name, Initial. and Authors Last name, Initial., publishing year. Title of the book. Edition (if published repeatedly). Place of publication: Publisher. Total number of pages or the page/pages used. <u>Example:</u> Fresenius W., Schneider W., 1988. Water Analysis. Berlin–Heidelberg: Springer Verlag. 804 p. | ...text (Fresenius & Schneider, 1988) |
| Book by 3 or more authors | All authors' Last names, Initials., publishing year. Title of the book. Edition (if published repeatedly). Place of publication: Publisher. Total number of pages or the page/pages used. <u>Example:</u> Campbell N. A., Murry A., Bell E., Fisher T., 2008. Biology. 8th Ed. London: Pearson. 355 p. | ...text (Campbell et al., 2008) |
| Book with an editor | Author's surname Initial. (ed.) (publishing year) Title of the book. Edition (if published repeatedly). Place of publication: Publisher. Total number of pages or the page/pages used. <u>Example:</u> Fontana-Giusti G. (ed.) (2008) <i>Designing Cities for People: Social, Environmental and Psychological Sustainability</i> . London: Earthscan. 215 p. | ...text (Fontana-Giusti, 2008) |
| E-book | Author's Last name Initial., publishing year. Title of the book. [Online] Title of series and volume – if it is known. Edition (if published repeatedly). Place of publication: Publisher. Available from – URL. [date of access] <u>Example:</u> Sadler P., 2003. Strategic Management. [Online] Sterling. VA Kogan Page. Available from: http://www.netlibrary.com/reader/ . [Accessed on 6th May 2022]. | ...text (Sadler, 2003) |

| Source | Reference with example | In-text citation |
|--|--|---|
| Doctorate / master's / bachelor's theses | Author's Last name Initial., (year). Title of the thesis [Doctorate / master's / bachelor thesis, name of university]. Example: Jurģevica M., A., (2020). <i>Bioloģiskajā lauksaimniecībā iegūtā svaigpiena kvalitātes izvērtējums</i> [Master's thesis, Latvia University of Life Sciences and Technologies] | ...text (Jurģevica, 2020). |
| Normative acts and Laws | <p>Type and No. of the act, title of the act (in italics) date of adoption//[online] [date of access]. Example: Cabinet Regulation No. 558 <i>Procedures for Drawing up and Preparing Documents</i>, 4 September 2018 [online] [accessed on 13 May, 2022]. Available from: https://likumi.lv/ta/id/20436-veterinarmedicinas-likums</p> <p>Law, title in italics (year of adoption)// [online] [date of access]. Available from”: Example: Law of RL <i>Veterinary Medicine Law</i> (2001) [online]. [accessed on 13 May, 2022] Available from: https://likumi.lv/ta/id/20436-veterinarmedicinas-likums</p> <p>Type of act, title of the act, No of the Official Journal of the EU, date and pages.// [online] [date of access] Available from: Example: Regulation of the European Parliament and of the Council (EU) 2016/429 on transmissible animal diseases and amending and repealing certain acts in the area of animal health ('Animal Health Law'). OJ L 84, 31.3.2016. 1-208 pp. [online] [accessed on 13 May, 2022] Available from: https://eur-lex.europa.eu/legal-content/lv/TXT/?uri=CELEX%3A32016R0429</p> | <p>...text (LR MK 558, 2018)</p> <p>...text (Veterinary Medicine Law, 2001)</p> <p>...text (Regulation of the European Parliament and of the Council (EU) 2016/429, 2016)</p> |
| Electronic resources | Title of organization, Title of resource. // [online] [date of access]. Available from: Example: Food and veterinary service, Veterinary medicinal product register. // [online] [accessed on 27 September, 2023]. Available from: https://registri.pvd.gov.lv/en/vz | ...text (FVS, Veterinary medicinal product register). |

2.12. Appendices

This chapter contains documents and informative data, if they are too detailed and bulky to be inserted in the text. Questionnaires, voluminous tables and other materials are included in the appendices if they are referenced in the text, for example, (see Appendix 2). The number of pages of the appendices are not included in the page count of the thesis.

2.13. Pledge of Honour

The example of the pledge of honour is demonstrated in Appendix 3. If the diploma thesis is signed electronically, the following text should be written at the bottom of the page: **THIS DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP** (font *Times New Roman*, character size 12pt, block letters)

3. FORMATTING

3.1. Formatting of the text

Paper, font, character size, page numbers, spacing

- The text is typeset on white A4 white paper pages (210 x 297 mm) with a 30mm margin from the left side and 25mm margins from the right side, top and bottom of the page.
- Word processed using font *Times New Roman*, the text is aligned on both sides (*Justify*) and the first line of the paragraph has an indent of 10mm from the left side of the text.
- The scientific names of animals, microorganisms and plants in Latin are always written in italics, but the other symbols they contain – in regular text format.
- If the author wants to highlight a certain part of the text, it may be done using **bold** or underline.
- Font size of the text is 12pt, single line spacing (1,0), no extra space between paragraphs.
- Font size for titles – 14pt, bold, block letters (*All Caps*).
- Font size for subchapter titles – 12pt, Bold.
- The pages are numbered consecutively in Arabic numerals in the middle of the footer of the page, character size 12pt, without using the period or any other punctuation marks. The title page, contents, the pages between them, and the page with the title “APPENDICES” are not numbered, but are included in the numeration, the pages of the appendices are numbered in the usual order, continuing the numbering in the main part of the thesis.

Chapters and subchapters

- The text is divided in chapters and subchapters which are numbered with Arabic numbers, except the abstract, contents, abbreviations and symbols used in work, introduction, conclusions, references and appendices.
- The thesis is written in the grammatical third person (without the use of the first-person pronoun “I”) using past or present tenses. The information can be presented without indicating a certain doer, e.g., “the author believes”, “during the research, it was found that...”
- The main chapters and their titles must start on a new page, but the subchapters must be written as a continuation of the text. All titles must be centered horizontally to the page. Full stops are not used after the titles and they are not underlined or italicized. Titles of subchapters are written on a new page only in case if it is impossible to write at least two lines under the title.
- The line spacing between the titles, subchapter titles, and the text is a single text line (1,0), but two text lines between the text and the title of the next subchapter.

- The title “APPENDICES” (character size 22 pt., bold, character spacing 3pt placed in the center of the text row and in the middle of the page) is written on a new page before the appendices. Each appendix is numbered on the top right part of the page, e.g., Appendix 8, under which the title of the appendix is written in the center of the text row, each appendix starts on a new page.

3.2. Formatting tables and images

Tables contain the qualitative or quantitative (in numerical format) data obtained during the research. The table must be comprehensible even without reading the explanatory text. The table and figures are placed in the text after the first mention of it in the text, if that is not possible – after the next paragraph.

The text of the thesis must contain references to tables and figures, they can be a descriptive part of the text or they can be indicated in round brackets, for example, (see figure 3.4.). If it is necessary to use tables that are available in internet or literature sources, the author must draw them up themselves, providing a citation of the source in round brackets after the title of the table.

- The title of the table is located over the table, in the center of the text row, in bold, character size 12pt, a full stop is not used at the end of the title.
- The character size of the text in the tables is 12pt, if deemed necessary the characters can be sized down to 10 pt. The character size must be the same in the whole table.
- The tables are numbered separately in each section of the thesis thus the sequence of the tables is indicated with two numbers, with a full stop after each one.
- The number of the table is placed on the right side of the page above the title, using the base font, e.g., “table 3.2.”, indicating that it is the second table of section three. There must be a space of one text line between the text and the table number, as well as between the title of the table and the table itself.
- The right and left side borders of the table must coincide with the borders of the text.
- The first row or column of the table (which may have several levels) contains the titles of the row or column (without abbreviations) and the units of measurement. If all the data of the table has the same measurements, an abbreviated symbol of the measurement is written at the end of the title of the table, after a comma.
- If the table continues on to multiple pages, the row or column titles must be repeated on each page. In this case the title of the table does not need to be repeated on each page, but at the top of the table the author must write, e.g., “continuation of table 2.9.” or “end of table 2.9.”
- The table must be placed so it reads like a continuation of the text. If the information of the table is wide, it must be placed so that the printed thesis should be turned clockwise to read the data.
- The borders of the table’s cells are $\frac{1}{4}$, shading is not used.

- All cells of the table must be filled out. If multiple cells contain the same data, it must be written repeatedly. Numbers must be centred in the cells.

Example of formatting a table:

table 1.1.

Title

| No. | Description | Description |
|------------|--------------------|--------------------|
| | | |
| | | |

A figure includes drawings, photographs, schemes, diagrams and other illustrations of the text. The figure must coincide with the text, it must be comprehensible even without reading the explanation.

- The serial number of the figure must be located under it, in the centre of the text row. The numeration must be created in sequence within each chapter, for example, figure 3.1. (first figure of chapter No 3). After the number of the figure, the title of the figure/image is written in bold, with a full stop. In a new row an explanation of the figure is provided: the decipherment of the abbreviations and symbols, if they are not included in the figure. Character size 12pt.
- It is not recommended to use text in the figures and images. Instead, numbers and symbols are used and deciphered in the explanation of the figure.

Example of the figure:



figure 3.1. **Title.**

REFERENCES

1. LBTU Lauksaimniecības fakultātes Studiju darbu izpilde un noformējuma metodiskie norādījumi 6. pārstrādātais izdevums. // [tiešsaiste][skatīts 2023. gada 27. septembrī]. Pieejams: https://www.lf.lbtu.lv/sites/lf/files/2023-05/Stud_darbu_nof_noteik_2020_kor_02_05_23_1.pdf
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APPENDICES

Title page of the Diploma Thesis

**LATVIA UNIVERSITY OF LIFE SCIENCES AND
TECHNOLOGIES (18p)**

**Faculty of Veterinary Medicine (16p)
... institute (16p)**

[Name Last name] (18p)

[TITLE OF THE TOPIC IN ENGLISH] (20p)

[TITLE OF THE TOPIC IN LATVIAN] (18p)

Diploma Thesis (16p)

Supervisor (-a): *Signature, date* academic position, Name Last name (14p)

Author: *Signature, date* Matr. No. [...] Name Last name (14p)

Jelgava [year] (14p)

Diploma thesis task form

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES

Faculty of Veterinary Medicine

Approved:

Director of study
programme

/K.Kovaļenko/

Director of
Institute

202__ . g. ____ . _____

202_ . g. ____ . _____

DIPLOMA THESIS

1. Diploma Thesis topic

2. Aim and objectives of Diploma Thesis

Aim:

Objectives:

3. Diploma Thesis plan

4. Supervisor of Diploma Thesis

(Academic degree)

(Name, Last name)

(signature)

5. Author

(Matriculation No.)

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(signature)

202__ . year. ____ . _____

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Pledge of Honour

I, _____, hereby declare that the Diploma Thesis is solely my work. I affirm that any formulation, idea, research, reasoning or analysis borrowed from a third party is correctly and accurately indicated as such and the electronic copy of the Diploma Thesis was uploaded in LBTU IS.

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Structure and volume of the Diploma thesis:

Originality/ novelty of the Diploma thesis:

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The alignment of the methodology with the aim and enabling objectives:

Evaluation of the author's comprehension of the topic and use of references:

Evaluation of the results and conclusions of the Diploma thesis:

Questions for the author of the thesis, other comments or special suggestions:

Decision on admitting the author to the Diploma thesis defence:

Evaluation of the Diploma thesis (on a 10-point scale):

Reviewer:

(Academic position, Name. Last name)

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**LATVIA UNIVERSITY OF LIFE SCIENCES AND
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DIPLOMA THESIS

Jelgava 2023