**Please use predefined Styles for text formatting for the Information and Media.**

Title: Centre the Title Here [14pt, bold – Title]

Author(s) details [11pt, left justified – Normal] [See more [Instruction for Submissions](https://www.journals.vu.lt/open-series/about/submissions)]

[Note that this information should be omitted from the first submission of the paper to satisfy the needs of double-blind reviewing (see https://www.journals.vu.lt/open-series/peerreview for more information on this. This information can be added during the copy-editing process.]

# Abstract [12pt, bold, left justified – Heading 1]

[11pt, left justified – Normal]

A structured abstract is required of 150-200 words, using the headings shown below.

**Introduction.** Normal italic for the rest of the text.......................

**Method**. Normal italic for the rest of the text................................

**Analysis**. Normal italic for the rest of the text...............................

**Results**. Normal italic for the rest of the text.................................

**Conclusions**. Normal italic for the rest of the text.........................

**Keywords:** Up to 5 keywords separated by semicolons [11pt, left justified – Normal]

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **Important information** \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

1. A typical paper for this journal should be no more than 40 000 characters (including spaces), inclusive of the abstract, tables, references, figure captions, endnotes. Use Times New Roman font in size 12 with 1.5, or double-spacing.
2. Additional information on the subject should be provided in footnotes[[1]](#footnote-1)
3. Submission files must be in one of the popular document formats – Microsoft Word (preferably 2007 XML format DOCX), or Open Document Format (OpenOffice ODT).

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# **First-level Headings: Introduction, Literature Review, Methods, Results, Discussion, Conclusions, References, and Other Main Sections** with an Initial Capital Letter for any Proper Nouns [12pt, bold, left justified – Heading 1]

Text body [11pt, left justified, – Normal]

Note that quotations in the text should be in double quotation marks, e.g., *“*this is an in-text quotation with a citation at the end*”* (Smith, 1999). Quotations of more than 30 words are italicised and indented, but do not require quotation marks, e.g.:

*the systematic pursuit of an amateur, hobbyist, or volunteer core activity that people find so substantial, interesting, and fulfilling, they launch on a (leisure) career centred on acquiring and expressing a combination of its special skills, knowledge, and experience.* (Stebbins, 2009, p. 622).

## Second-level Headings with an Initial Capital Letter for any Proper Nouns. [Times New Roman 11 pt. bold italic – Heading 2]

### Third-level Heading with an Initial Capital Letter for any Proper Nouns[Times New Roman 11 pt. italic – Heading 3]

#### Fourth-level headings should be in bold italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark. [Times New Roman 11pt. bold, italic – Heading 4]

##### Fifth-level headings should be in italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark. [Times New Roman 11pt. italic – Heading 5]

Tables should be centred, with the caption following the table, e.g.:

Table 1. Research catalysts

|  |  |
| --- | --- |
| **Catalyst** | **Instances** |
| Specific person, family, names | 75 |
| Discovery of photograph or document | 10 |
| Research trip preparation (locating sources) | 9 |
| Non-specific family or names | 9 |
| Request for help from friend | 7 |
| Received data from other researcher or family | 6 |

Figures should be suitably sized for reading on-screen and should also be centred, with the caption centred, e.g.:



Figure 1. The genealogical fact (Friday, 2012)

# **Acknowledgements.** [12pt, bold, left justified – Heading 1] – omitted from the first submission.

It is usual here to acknowledge the support of the funding source, or your institution, participants in the research programme and the contributions of the referees. If the copy-editor has given particular assistance, acknowledgement is also welcome.

# References [12pt, bold, left justified – Heading 1]

Detailed information on citation and references is given in [Instruction for Submissions](https://www.journals.vu.lt/informacijos-mokslai/about/submissions).  These instructions must be followed precisely to avoid delay in publication. Note especially the rules on referencing papers in conference proceedings and on journal articles that are published online in advance of print publication – these are especially problematic forms of publication.

Please use [APA referencing style](https://apastyle.apa.org/style-grammar-guidelines/references/examples). APA referencing styles are included in EndNote, Zotero and other bibliography management software. If possible, please provide references in RIS format. References should be formatted with no empty lines between references, e.g. Where applicable, this should also include the hyperlink, DOI or other persistent identifier associated with the data set(s).

[11pt, left justified – References]

Kim, K.S. & Allen, B. (2002). Cognitive and task influences on web searching behavior. *Journal of the American Society for Information Science and Technology, 53*(2), 109-119. <https://doi.org/10.1002/asi.10014>

Kuhlthau, C.C. (1991). Inside the search process: information seeking from the user’s perspective. J*ournal of the American Society for Information Science, 42*(5), 361-371. [https://doi.org/10.1002/(SICI)1097-4571(199106)42:5<361::AID-ASI6>3.0.CO;2-%23](https://doi.org/10.1002/%28SICI%291097-4571%28199106%2942%3A5%3C361%3A%3AAID-ASI6%3E3.0.CO;2-%23)

**Insert page number** – Bottom of page right.

1. Footnotes look like this… [↑](#footnote-ref-1)