TITLEOF THE PAPER [TIMES NEW ROMAN 16, BOLD, CENTRED, BLOCK CAPITALS]

Author's Name [*Times New Roman,* 14pt, bold*,* centred]
Institution, country [*Times New Roman,* 14pt, centred]

Abstract. *It contains approximately 200 words in English. The abstract contains a brief description of the research problem and novelty. The abstract must include: the research aim, the primary methods used, including a brief description of the main research results. Please format the paper in accordance with the requirements. **Do not use special characters, symbols, or mathematical signs in the title or the abstract.** The title must not exceed 12 words. If the paper is in Latvian, all titles must be translated into English. The font of the abstract is Times New Roman, Italic, font size 12 pt.*
Keywords: *list in English in the alphabetical order, up to 7 words or short phrases.*

Introduction [Times New Roman, 14 pt, bold, centred]

The article must be no more than 10 pages long (including the list of references). If the article is longer, additional fee for every page is 10 EUR. The page size is A4, the text is in one column, line spacing – single, left page border – 25 mm, right border – 25 mm, top border – 25 mm, bottom border – 25 mm.

Font Times New Roman, font size 14 pt. First line indent10 mm.

The introduction states the importance of the topic, the research aim, methods. Length – 2/3 of a page to 1 page.

Body of the Article

We accept original empirical and theoretical studies on important topics and their relation to practice.

The font of the body of the article is *Times New Roman*, font size 14 pt.

The following sections are recommended for the article:

- Literature review – conclusions on the issue studied are analysed, a review of other studies is provided, etc.;
- Methodology – research tools, data collection procedure and methods of analysis, and the study sample are described;
- Research results – the most significant results and their interpretation are presented;
- Conclusions and/or discussion;
- summary (if the body text is written in Latvian or Russian) - in English, length - 2/3 of a page to 1 page
- Acknowledgements – this section also includes references to projects;
- List of references, which includes only the sources referred to in the text.

Depending on the type and aim of the article, there may be small changes in the structure of the article (a section may be missing or added). Section titles are not numbered.

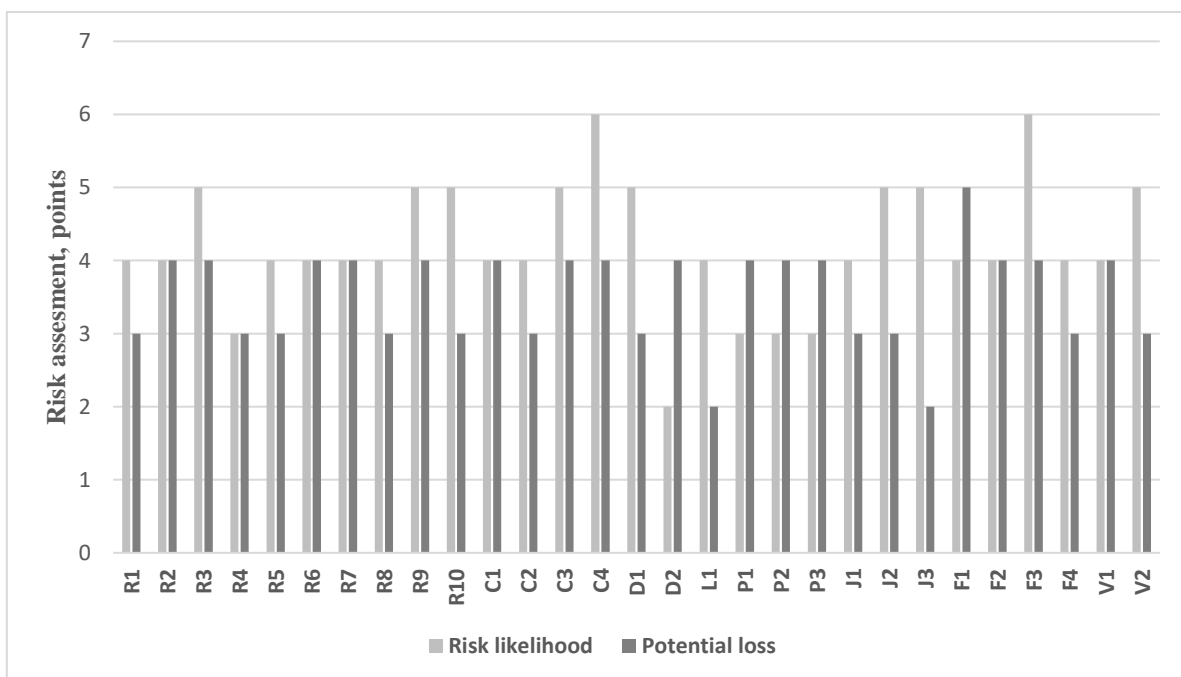If abbreviations are used in the text, the complete phrase is givenwhen mentioned for the first time.

No appendices are added to the scientific article.

Presenting Tables and Figures

Figures and tables may be used for presenting information. The text must contain references to the tables and figures; these are not retold but analysed.

Visual information in the figure must be as simple as possible, without unnecessary details. Curves and toning must be easily distinguishable. On the inside, the size of letters and digits must be at least 10 pt. The figure is centred.

The legend is best placed on the right of the diagram or below it (Fig.1). Figures are numbered using Arabic numerals. The figure title is always written below the figure. The figure number is typed in *Times New Roman, Italic*, 12 pt, the figure title – in *Times New Roman, Italic*, 12 pt, bold, centred. There is no period at the end of the title. If a figure comes from another source, a reference is given after the title.

Figure1 **Title** *(reference)*

If the article is in Latvian or Russian, the figure title is duplicated in English.

The table title is located above the table (Table 1). Tables are numbered using Arabic numerals. The table number is typed in *Times New Roman, Italic*, 12 pt, the table title – in *Times New Roman, Italic*, 12 pt, bold, centred. There is no

period at the end of the title. If the article is in Latvian or Russian, the table title is duplicated in English.

It is preferable to include notes, which may be an explanation of separate abbreviations or symbols, below the table. If a table comes from another source, the source is specified below the table as follows: *Source: ....*

Tables are created compact, preferably using portrait orientation, not exceeding one page.

Table 1 **Title in English** *(reference)*

Title	Title	Title
Title	.77	1.64
Title	.02	.40
Title	.20	1.39

Source: Title.
n=167

Presenting Formulas

Any formulas mentioned in the article are numbered using Arabic numerals. The number of the formula is indicated on the right side of the page at the level of the corresponding formula and put in brackets. A comma is put after the formula. The size of the number of the formula, letters, digits, symbols, explanation of the notation is 12pt. Formulas are created using *Microsoft Equation 3.0* commands (*Insert/Object/MicrosoftEquation3.0*). Formulas derived or created by the author must include a reference.

Example: „…uses Formula 1 created by the author". When referring to a formula in the text, its number must be specified in brackets. For formulas borrowed from literature and other sources, corresponding references are provided.

Example:

The responses provided by the experts were assessed according to the opinion concordance level. In the case of direct parameter assessment, the expert concordance level is assessed using the coefficient of concordance W, (Kendall, 1955) using Formula 1:

$$W = \frac{12\sum_{i=1}^{n}\left\{\sum_{j=1}^{m}r_{ij} - \frac{1}{2}m(n+1)\right\}^2}{m^2(n^3-n)}, \tag{1}$$

where   W – coefficient of concordance,
        n – number of factors assessed,
        m – number of experts,
        r_{ij} – object rank *i* according to the opinion of expert *j*

The formula must be located in the middle of the page. The notations must be arranged one below another just like the explanationson the left side of the page immediately after the formula.

Presenting Linguistic Examples

If linguistic examples are analysed in the text, these are written in *italics* and, if possible, separated in a new paragraph. Translation or explanation of examples is put in single quotation marks, for example, Lithuanian *miškinisvieversys* 'woodlark'. Examples in other languages (not Latvian) are glossed in accordance with Leipzig Glossing Rules (http://www.eva.mpg.de/lingua/resources/glossing-rules.php).

Citing

Citations are put in quotation marks (non-italic).

When citing and referring to conclusions of other authors, the text must contain the author's surname and publication date, e.g., (Jones, 1998). **Only Latin letters are used in references.**

All sources mentioned in the text must be included in the list of references. Do not use secondary references!

Direct quotes should be enclosed in quotation marks (not italicized). If there is a direct citation, the author, year of publication and page are mentioned.

Example:

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Examples of referencing:

If there is one author:

J. Ļevina has noted that at the teenage stage, positive correlations between general self-esteem and social dominance are observed (Ļevina, 2012).

….causes alienation from peers and may lead to delinquency and antisocial behaviour (Реан, Коломинский, 1999, 161).

If there are two authors:

In the study (Wegener & Petty, 1994), it is concluded that …

If there are three to five authors:

1) when referring to in the text for the first time:

It is believed (Kernis, Cornell, Sun, Berry, & Harlow, 1993) that ….
2) citing repeatedly:
It is believed (Kernis et al., 1993) that …

If there are six or more authors:
It is believed (Harris et al., 2001) that …

If citing an organization or document, the fullname and an abbreviation are given for the first time. When citing repeatedly – only the abbreviation is used. If the source is referred to only once, no abbreviation is used.

First time: (Mothers Against Drunk Driving [MADD], 2000)
Repeated: (MADD, 2000)
Used only once: (Mothers Against Drunk Driving, 2000)

When citing several works by the same author published in different years, these are sorted according to the year of publication from the earliest publication to the latest.

(Johnson, 2008; Johnson, 2016)

When citing several works by the same author published in the same year, these are sorted in alphabetical order, adding letters a, b, c.

(Johnson, 2016a; Johnson, 2016b).

Presenting the List of References

Only letters of the Latin alphabet are used in the list of references. Publications written in Cyrillic and other writing systems must be in Latin transliteration. **For rendering of Cyrillic characters, see**: **http://translit.cc/**.

For example:

Staltmane, V.(1981). *Latyshskaja antroponimija. Familii.* Moskva, Nauka.

The list of references is formatted according to APA Style (https://owl.purdue.edu/owl/purdue_owl.html). The list of references is written in *Times New Roman,* 12 pt. Sources are arranged in the alphabetical order.

Examples of formatting a list of references

Book

Author, A. (year). *Book Title.* Place of publishing: Publisher.
Author, A., &Author, B. (year). *Book Title.* Place of publishing: Publisher.
Author, A., Author, B., &Author, C. (year). *Book Title.* Place of publishing: Publisher.

Book chapter

Author, A. (year). Chapter Title. In Surname (Ed.), *Book Title* (from which to which page). Place of publishing: Publisher.
Example:

Upmale, A., Perepjolkina, V., Dimsone, K., Meistere-Peltonena, K., Ruttule, L., & Bergs-Lusebrinka, V. (2016). Mākslinieciskās ekspresijas pakāpenisko līmeņu izvērtēšanas instruments. No E. Strazdiņa (sast.), *Izvērtēšana mākslas terapijā: principi un metodes* (90 – 104). Rīga: RSU.
Gilgun, J. F. (2014). Writing up qualitative research. In P. Leavy (Ed.), *The Oxford handbook of qualitative research* (658–676). Oxford: Oxford University Press.

Presenting articles

Author, A., &Author, B. (year). Article Title. *Publication Title, volume number* (publication number), pages.

If the article has a digital identification number (DOI), it is specified after the page.

Author, A., &Author, B. (year). Article Title. *Publication Title, volume number* (publication number), pages. DOI: https://doi.org/xx.xxx/yyyy

If the article is accessible in an electronic publication but has no DOI, the link is provided. For Latvian sources, write "Pieejams" before the link, for sources in another language – "Retrieved from".

Author, A., &Author, B. (year). Article Title. *Publication Title, volume number* (publication number). Retrieved from: http://www.someaddress.com/full/url/

If statistics from databases are used, indicate the database and the link where the data is available.

Example:
Bernstein, M. (2002). 10 tips on writing the living web. *A List Apart: For People Who Make Websites, 149.* Retrieved from http://www.alistapart.com/articles/writeliving
Bunce, D., & Murden, F. (2006). Age, aerobic fitness, executive function, and episodic memory. *European Journal of Cognitive Psychology, 18*(2), 221-233. DOI:10.1080/09541440540000185
Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology, 55*, 893-896.

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. Journal of Buddhist
    Ethics, 8. Retrieved from http://www.cac.psu.edu/jbe/twocont.html
Scruton, R. (1996). The eclipse of listening. *The New Criterion, 15*(3), 5-13.
United States Department of Housing and Urban Development. (2008). *Indiana income limits*
    [Datafile]. Retrieved from https://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf