Regulations for submission of manuscripts and instructions to authors of the journal "Latvijas Zinātņu Akadēmijas Vēstis. A daļa: Humanitārās un sociālās zinātnes" (Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences)

General provisions

1. "Latvijas Zinātņu Akadēmijas Vēstis" (Proceedings of the Latvian Academy of Sciences) ("Proceedings of LAS") publishes on a regular basis original articles of members of LAS and other authors, including foreign authors, on topical and important research issues, original results and findings of theoretical and applied research, as well as problem articles, reflections on scientific discussions; and informs about current events in the scientific life in Latvia and LAS.

2. In the Section A of "Proceedings of LAS", the covered disciplines are: social sciences (philosophy, psychology, law, economics and management, society, journalism, library science, pedagogy and education, political science and other), and humanities (arts, language, literature and folklore, history, architecture and other).

3. Contribution of manuscripts to "Proceedings of LAS" is a privilege of members of the LAS. If none of the authors is a member of the LAS, manuscripts should be communicated by a member of LAS by using a special communication form (available at homepage of "Proceedings of LAS", Section A).

Requirements to the content of an article

4. An article should be written in clear and academically precise language. Title of an article, key words, content and structure should meet the requirements of a scientific article.

5. The **introductory part** of an article should include a statement of a problem, motivation of a need for research, its topicality, methodological approach and the main findings.

6. The **outline part** of an article should describe in a consecutive way the solution of the problem. It is advised to structure this part in sub-parts by using titles and subtitles.

7. The **outline** should be developed in a logical sequence, it should be well-considered from the composition aspect, terminologically and factually precise and clear.

8. The **concluding pa**rt of an article should provide for concise conclusions, assessments, suggestions, generalisations.

9. All necessary references used in the manuscript including those regarding quotations, illustrations, statistical and factual data and appendixes should be indicated and placed in the "Sources and Notes" section.

10. Brief information about author(s) in Latvian and English should be attached to the article.

11. An article written in language other than English should be completed by a summary in English. Additionally summary in Latvian should be provided to all articles written in language other than Latvian.

12. Summary in any other language may be attached to the article, if the Head of the Editorial Office and the Editor-in-Chief of the Part A by objective considerations recognize this necessary and author(s) are able to provide qualitative translation.

Technical requirements

1. The Journal accepts for publication articles written in Latvian, English or German.

2. Articles should be typed in *Microsoft Word* format or format that is compatible with this format. Editorial Office does not guarantee that specific signs and symbols will be maintained as a result of text conversion, therefore, if such signs or symbols are used and are necessary, an author should timely inform the Editorial Office.

3. An article should be within 8000 — 40 000 characters (the number of characters should be counted according to *Microsoft Word* option *Word Count: Characters with space*).

4. Parameters of typing: 12 point letters, *Times New Roman* font, standard spacing and page margins. After a dot, comma, number of year, century as well as between initial letter and surname should be a space one interval. Display type text (in bold, italic, underlined text and similar) should be used consistently, and it is not advised to stuff text with display type writing.

5. In Latvian, words "year" and "century" if used together with the number of a year or century should be written in full. In other languages, specific orthography rules of the relevant language should be respected.

6. The advised size of a title — three to six words, the text should be typed in block letters starting from the left margin (**bold** option).

7. After the title, the author, or authors, should type their full names, followed by his/her surname (both in **bold**) and e-mail address (in *italic*), the text should be placed from the right margin.

8. After a one-line spacing, the author's identification is followed by three to five key words as follows: the text **Keywords** is typed in **bold,** then colon and key words typed in *italic*, all text is placed left and finished without a dot.

9. After one-line spacing, a short summary in the language of the article should provide, in one or two paragraphs, general information that characterises the analysed problem, theories, methodological approach of a research, highlighted items, etc. A summary is typed without title in *italic*.

10. Subtitles should be printed in sentence mode in 12 point letters in **bold**, located left.

11. Omissions in the text should be indicated by double dot in brackets [..].

12. Used quotations should be precise, typed in quotation marks from both sides. Omissions should be indicated: short omissions (some words) — by double dot .., while large omissions (several sentences) — by double dot in square brackets [..].

13. References that include sources, literature, other notes and explanations, should be placed at the end of a text. They should be created using *Microsoft Word endnote* option.

14. Simple tables and figures that are constructed by using standard *Microsoft*

Word options should be placed in the respective place in the text. Pictures, photographs, illustrations, tables that are constructed by using specific professional softwares (illustrators, *Microsoft Excel* etc.) should be submitted electronically as separate files that are deposited in data medium (drive) together with the text. In the text, the place should be indicated where the relevant image should be placed, and headings of images (if necessary) should be attached at the end of an article.

15. Information about author(s) includes: scientific degree, place of work, scientific specialisation, other relevant information.

16. A summary in English or Latvian should be structured as follows: title of an article in English (**bold** option, placed left); after one-line spacing — name and surname of author(s) (**bold** option, placed left), next line — e-mail address(es) of author(s) (*italics*, placed left); after one-line spacing — sub-title **Summary** (**bold**, placed left); after on line spacing — keywords, formatted according to the same rules as in beginning of article (placed left), and the text of the summary in normal shrift. In case author(s) have not provided summary in English or Latvian, such a summary is produced in the Editorial Office by translating from the summary in the language of the article.

17. It is advised that an abstract does not exceed 3000 characters. If an author(s) cannot provide translation of an abstract, this will be done by the Editorial Office.

18. Articles should be submitted by sending electronically as an attachment, or via other file transferring facilities, or personally, deposited in a data media.

References

1. Accuracy of references is the responsibility of author(s).

2. References in Cyrillic are not accepted. Such references should be typed using Latin letters.

3. Reference or note should be finished by only one dot (dot with abbreviation of "pages" (lpp., p. or other depending on the language of a source) or in the end of a sentence).

4. In references recognised abbreviations in Latin or Latvian may be used.

5. Repeating reference to the previous source is constructed as follows: Ibid., number(s) of relevant page(s) with the unit of measurement (for instance, p. for publication in English or relevant to the language of publication).

6. In other cases repeating reference is constructed using op. cit. formulas as follows: Surname of an author, op. cit., number(s) of relevant page(s) with unit of measurement (p.) when the list of references includes only one source of the referred author; Surname of an author, op. cit., year of publishing, number(s) of relevant page(s) with unit of measurement (p.) when the list of references includes several sources of the referred author from different years; Surname of an author, first differing word(s) from the title of the publication, op. cit., year of publishing, number(s) of relevant page(s) with unit of measurement (p.) when the list of references includes several sources of the referred author in the same year.

7. **Instructions for reproduction sources of references** (print and marks in the reproduction formula as it should be in reference)

A book. Reproduction formula: Surname of an author I[nitial letter]. *Title of a book*. Place of publishing: publishing office, year of publishing, total number of pages (with unit of measurement) and (via colon)/or place of quotation (without unit of measurement (only when total number of pages is reported)).

Two different figure's systems may be used for numeration of pages in an issue — Roman (for numeration of pages in acknowledgement, content and preface sections) and Arabian for numeration of the main text sections. When reporting the total number of pages or place of quotation, both accounts should be indicated. Figures in Roman include numeration of pages in both systems, and Roman figures are typed as lowercase letters, for example, xi, 199 p. or xxiv, 345 lpp. and similar.

Examples:

- Baltakmens R. *Latvietis un viņa zirgs.* Rīga: Valters un Rapa, 2000, 282 lpp.
- Dummet M. *Origins of Analytical Philosophy.* Cambridge, Mass.: Harvard University Press, 1993, xi, 199 pp.: 20.
- *20. gadsimta Latvijas vēsture. 1: Latvija no gadsimta sākuma līdz neatkarības pasludināšanai, 1900–1918*. Rīga: Latvijas vēstures institūta apgāds, 2000, 869 lpp.
- Semanis E. (red.). *Demokrātijas pamati*. Rīga: Zinātne, 1993, 239 lpp.: 40–45.
- *Latvijas statistikas gadagrāmata, 1995*. Rīga: LR Valsts Statistikas komiteja, 1995, 123. lpp.

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- Follesdal D. Husserl on evidence and justification. In: *Edmund Husserl and the Phenomenological Tradition.* (Studies in Philosophy and the History of Philosophy, vol. 18). Boston: The Catholic University of America Press, 1988, pp. 107–129: 112.
- Ostrovska I. Valsts un pilsoniskā sabiedrība: savstarpējo attiecību attīstība pārejas periodā. Grām.: S*abiedrības pārmaiņas Latvijā.* Rīga: Jumava, 1998, 71.–88. lpp.

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- Eglīte P. Dzīves kvalitāte laika izteiksmē. *Latvijas Zinātņu Akadēmijas Vēstis,* 2000, 54 (5/6): 2–9.
- Pabriks A. Citizenship and rights of minorities in Latvia. *Humanities and Social Sciences. Latvia*, 1994, 1 (2): 60–67 (63).
- Spārītis O., Zeile P. Latgales kultūras vēsture. *Latvijas Vēstures Institūta Žurnāls,* 2006, (3): 176.

Volume (*sējums*) means an annual set, figure in parentheses means number of the issue within the annual set or volume.

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- Strazdiņš I. Matemātiķi pasaulē un Latvijā. *Zinātnes Vēstnesis*, 08.03.1999.

Internet resources. Reproduction formula: Surname of an author I[nitial letter] (or collective author/source, who/that has presented a publication). Title of an article. Internet address of a publication. Data when the site was viewed. Reproduction of data as in chapter "An article in a newspaper".

- Kažoka I. Valsts finansējums Latvijas partijām: kurp tālāk? http://providus.lv/article/valsts-finansejums-latvijas-partijam-kurp-talak. Viewed on 4 JAN 2018.
- MPI (Migration Policy Institute): Data tools. https://link.springer.com/article/10.1023%2FA%3A1020392231924?LI=true. Viewed on 4 JAN 2018.

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- Jelgavas reālskola. Pārskati par skolēnu pārcelšanu uz nākamo klasi, 1913.–1914. g. LVVA, 623. f., 1. apr., 42. l., 136 lp.
- LVVA, 3142. f., 1. apr., 72. l., 7. lp.

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- Noteikumi Nr. 255 "Noteikumi par distances līgumu". Latvijas Republikas Ministru kabinets. Adopted on 20 MAY 2014, valid from 13 JUN 2014. *Latvijas Vēstnesis,* 102 (5162), 28 MAY 2014.
- Alternatīvā dienesta likums. Latvijas Republikas Saeima. Adopted on 30 MAY 2002, valid from 1 JUL 2002, invalid from 1 January 2007. https://m.likumi.lv/doc.php?id=63406. Viewed on 4 JAN 2018.
- UNESCO. Global Open Access Portal. Estonia. http://www.unesco.org/new/en/communication-and-information/portals-and-platforms/goap/access-by-region/europe-and-north-america/estonia/. Viewed on 1 MAR 2018.