

**TITLE OF THE PAPER [TIMES NEW ROMAN 14, BOLD, CENTRED,  
BLOCK CAPITALS]**

**Author's Name<sup>1</sup>** [*Times New Roman*, 12pt, bold, centred]  
Institution, country [*Times New Roman*, 12pt, centred]  
email

**Author's Name<sup>2</sup>** [*Times New Roman*, 12pt, bold, centred]  
Institution, country [*Times New Roman*, 12pt, centred]  
email

**Abstract.** About 1200 characters with spaces. The abstract should include a brief rationale for the study, the purpose of the study, the main methods used, including a brief description of the main results of the study.

**Keywords:** list in English in the alphabetical order, up to 4 words or short phrases.

**Introduction** [Times New Roman, 12 pt, bold, centred]

The size of the paper should be A4 with the following margins: top, right and bottom – 20 mm, left – 30 mm. Text should be written in one column, Times New Roman, size 12 with single line spacing, aligned on both sides. The full article must be at least 8 but not more than 16 pages or 40,000 characters with spaces.

The introduction should justify the relevance of the research, the problem, the purpose and methods of the research.

**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 12 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;
- 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 given when mentioned for the first time.

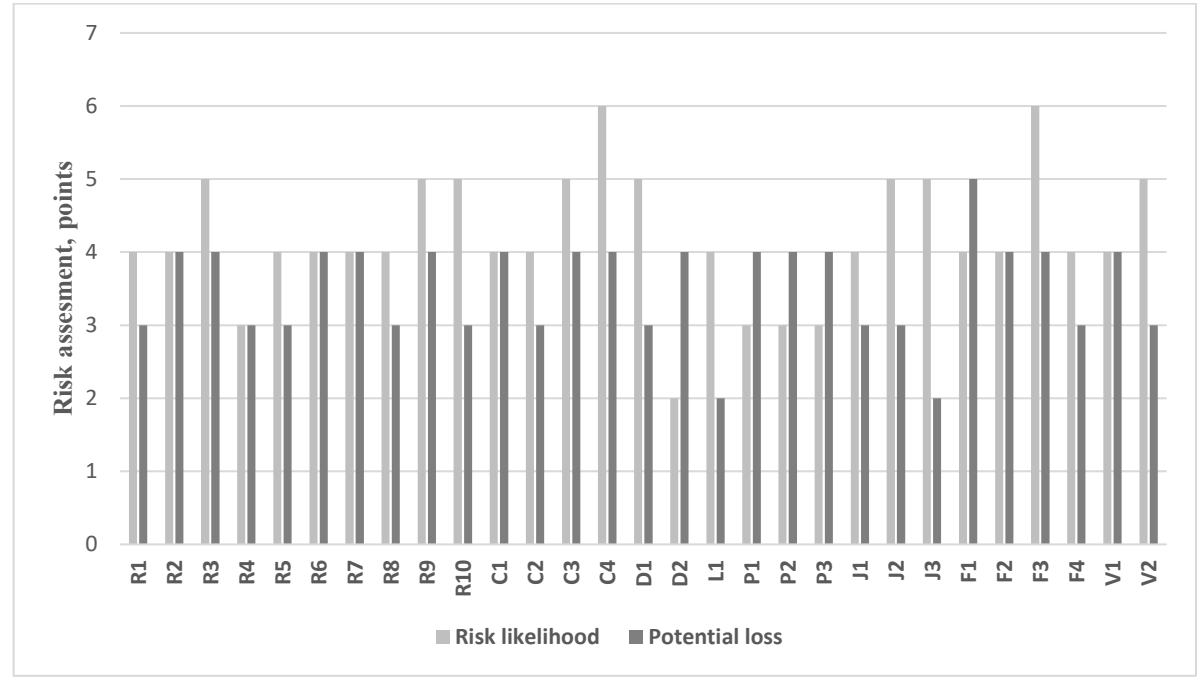
No appendices are added to the scientific article.

**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)*

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	.33	1.33
Title	.04	.40
Title	.50	3.49

*Source: Title.*  
*n=167*

## References

When citing and referring to the findings of other authors, the author's last name and the year of publication must appear in the text, for example (Bradt, 2022).

All sources cited in the text must appear in the bibliography.

Direct quotations must be enclosed in quotation marks. If there is a direct quote, the author, year of publication and page are mentioned.

Detailed information with examples on the design of references can be found here: [APA 7 \(griffith.edu.au\)](http://griffith.edu.au)

## 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 [APA 7 \(griffith.edu.au\)](http://griffith.edu.au). 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:*

Grundule, B., Smiltiņa, V., Akmentiņa, A., Duhovska, J., Lībiete, S., & Graudiņa, V. (2016). Startējiskā vadīšana. No E. Akmane (sast.), *Biznesa vadība* (90 – 104). Rīga: BAT.

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](https://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf)