

The requirements for the conference paper submission

The following requirements to the structure and the layout of the conference paper must be observed:

- 1) **Title of the paper:** font – Times New Roman Bold, font size – 14 pt., Center.
- 2) **Information about the author:** the name and surname of the author(s) (Times New Roman Bold, 12pt, right), country, the higher education establishment, branch, study programme, email (12 pt., right);
- 3) **Information about the research advisor:** academic degree, scientific title /position, name, surname (Times New Roman, 12 pt., right).
- 4) **Abstract:** font – Times New Roman Bold, font size – 10 pt. Up to 500 characters with spaces, (Times New Roman, 10 pt). The abstract should give a general idea of the contents of the article, therefore it should contain concise information about the purpose of writing, the research problem, the novelty of the material and the main conclusions. Abstract must be written in English, or in both Latvian and English if the language of the article is Latvian.
- 5) **Keywords:** the title – Keywords (Times New Roman Bold, 10 pt), list keywords on a separate line in alphabetical order (five at most).
- 6) **Body of the paper:** size – 5500 to 10 000 characters, font – Times New Roman, font size – 12 pt, line spacing – 1, full justification. Pages are not numbered. The article should be written on standard size A4 format pages in the Word format. The following margins must be observed: from the left side - 3 cm, from the right side - 2 cm, from the top, bottom - 2 cm. Tables and figures are numbered. For table and figure titles use: Times New Roman, 12 pt. The number and titles of figures are to be placed centrally below, while for the tables centrally above. References to the sources are given inside the article in square brackets, for instance [1, 10].
- 7) **Structure of the paper:**
 - Introduction must comprise a concise wording of the research problem, the topicality of the research, the goal of the research, the research design and the methods used;
 - Basic theoretical and practical provision;
 - Research findings or data, evaluation of research results;
 - Conclusions.
- 8) **References** (Times New Roman Bold, 10 pt, Center), the list of the literature and other sources must be numbered (Times New Roman, 10 pt). The list of regulations and normative acts must be compiled in accordance with the legal hierarchy. The list of references is divided by language, but with a consecutive numbering, first go the sources in Latin characters, followed by the sources in Cyrillic characters.

The names of parts of the article must be written in English, or in both Latvian and English if the language of the article is Latvian.

The file name should contain the participant's surname in Latin characters (for example: "Ivanovs-ARTICLE").

Papers failing to meet the above requirements will not be accepted!