**Requirements for the layout of the article**

All submitted articles must be original, e.g., they cannot be published in advance or envisaged for publishing in other editions. The language of the article – Latvian, English or Russian. Articles will be reviewed and will be included in conference proceedings in case of positive reviews.

The article should not exceed 6-8 pages. It must be of A4 format taking into consideration the following parameters: text editor – *Word*, typeface - *Times New Roman,* font size – 12 pt, line pacing - *single*, text must be placed in one column, placement of paragraph – Justified, left side – 25 mm, right side – 25 mm, upper margin – 25 mm, lower margin – 25 mm.

The structure of the article: heading, author, organization s/he represents, abstract, list of key words, body of the article *(introduction, aim, materials and methods, results, summary)*, summary *(in Latvian language)*, list of literature, information about the author *(in the English language).*

The parts of the article must be executed according to the following requirements:

|  |  |  |
| --- | --- | --- |
| ***Part of the article*** | ***Explanation*** | ***Execution*** |
| **Heading**  | In the language of the article and in the English | Times New Roman, 14 pt, centred |
| **Author**(s) | Name, surname | Times New Roman, Bold, 12 pt, centred |
| **Organization the author represents** | Address, mentioning e-mail  | Times New Roman, Normal, 12 pt, centred |
| **Abstract**  | Title “**Abstract**”;  | Indent 1.27cm, Times New Roman, Bold, 10 pt; |
| Text of abstract (in the English) – aim, applied methods, most relevant conclusions. Length - 800 – 1000 characters. | Times New Roman, *Italic*, 10 pt |
| **List of keywords**  | Title “**Keywords**”;  | Times New Roman, Bold, 10 pt  |
| The list of keywords (in the English) shall be alphabetized; Length – shall not exceed 2 lines. | Times New Roman, *Italic*, 10 pt |
| **Body of the article** (introduction, aim, materials and methods, results, summary) | Title names must be highlighted (Bold) and centred. All figures, tables and other objects must be placed in the text. Titles of figures with the corresponding numbers shall be placed below the figure (for example, Figure 1. Title). The titles of tables with the corresponding numbers shall be placed above the tables – *Align Left* (for example, Table 1. Title). | Times New Roman, Normal, 12 pt,Text in the table – 11 pt |
| **Summary**  | Title “**Summary**” | Indent 1.27cm, Times New Roman, Bold, 10 pt |
| If the publication is in the Latvian or Russian languages | Times New Roman, 10 pt; Length ~3000 characters |
| **Kopsavilkums**(translations of abstracts into Latvian language will be prepared by editor) | Title “Kopsavilkums” If the publication is in the English or Russian languages Abstract must be translated into Latvian  |  |
| **List of literature and other sources****Bibliography** | Title “**References**” | Times New Roman, Bold, 10 pt, centred |
| Numbered list of literature;Apply APA style, look for examples below. | Times New Roman, Normal, 10 pt |
| **Information about the author** | In the English language: name, surname, concentrated in the most important biographical facts on the scientific, academic and professional activities (see sample example). | Times New Roman, Normal, 10 pt, 300 – 350 characters |

There should be one space between two parts of the report.

Reference – author’s surname (with no initials), year of publishing and applied pages of the book of the used literature shall be put in brackets. Notice – full stop shall be put only after the brackets. Example, (Ozola, 2006, 46).

Examples of literature and sources:

1. One author’s book:

Gardner, H. (1973). *The arts and human development.* New York: Wiley.

1. Two authors’ book:

Alreck, P., & Settle R., (2003). *Survey Research Handbook* (3rd ed.)*.* New York: McGraw-Hill/Irwin.

1. Several authors’ book:

Lorenc, J., Skolnick L., & Berger, C. (2007). *What is Exhibition design?* London: RotoVision SA.

1. Article in the magazine:

Demir, S., McCoy, K., & Carberry, S. (2012). Summarizing Information Graphics Textually. *Computational Linguistics, 38*(3), 527-574.

1. Article in proceedings:

Kemmis, S., & Wilkinson, M. (1998). Participatory action research and the study of practice. In B. Atweh, S. Kemmis, & P. Weeks (Eds.), *Action Research in Practice: Partnerships for Social Justice in Education* (pp. 559-603). London and New York: Routledge.

1. Article or information from the Internet, if the author is mentioned:

Boyd, N. (2014). *Award-Winning Brochure & Leaflet Designs.* Retrieved October 10, 2015, from<http://www.printmag.com/print-design-2/10-showstopping-leaflet-examples/>.

1. Article or information from Internet, if the author is not mentioned:

*Infographic of Infographics*. (2015). Retrieved April 10, 2016, from

<http://sem.lv/lv/08-blogs/item/282-infografika-infografikas-infografiks>

1. Field research materials:

Interviews with taletellers S. Matisāne, A. Ščmeļinska and M. Sutugova on December 2, 1994 in Šķilbēni rural parish, Rekava, house of S. Matisāne. CD, A. Kalniņa’s private collection.

Participatory observation in the youth folklore camp “Balkani 1999” on July 16-18, 1999 in Šķilbēni rural parish. DVD, R.Cibule’s private collection.

1. Description of archives materials:

Reproduction formula: name of the archive, fund number (name of the fund), number of description, file number (file name), used page or pages.

Abbreviations in archive material description: f. (funds); desc. (description); f. (file); p. (page). When mentioning the name of the archive, it must be fully written. Henceforward use abbreviations.

Latvijas valsts vēstures arhīvs, 3143. f. (Rīgas biržas komiteja), 1.apr., 100. l. (Daugavpils ūdensceļa uzlabošana, 1817.-1849.g.), 3. lp.

LVVA, 3143. f., 1. apr., 100. l., 3. lp.

The example of the section **“Information about the author”:**

**Alexander Lisov**

*Dr.art, Vitebsk State University,Docent of*

*Department of the World History and Culture*

Author more than 150 scientific publications. The participant of World Congresses of ICCEES in Tampere (Finland), Berlin (Germany), Stockholm (Sweden), conferences in Russia, Ukraine, Lithuania, Latvia, Germany, France, Canada, Area of scientific interests: the fine Arts of Belarus in the 19th – 20th centuries; history of the Vitebsk art school; Russian avant-guarde; Russian artists of the Abroad; Kazimir Malevich and his circle; the early period of the biography and art of Mark Chagal.