Attachment 2

**Guidelines to Paper Submission**

Papers must be formatted in accord with the following requirements:

1. **Title of the paper:**  Times New Roman Bold (font), 14 pt (font size), centered (position)
2. **Information about the author**: Name, surname (Times New Roman Bold, 12 pt, centered), country, affiliation, branch, department, e-mail (12 pt,centered)
3. **Information about the supervisor:** Academic degree, scientific title/position, name, surname (Times New Roman, 12 pt, centered).
4. **Abstract**: Times New Roman Bold (font), 10 pt (font size) (attachment: in English *Abstract*). Abstract length: up to 500 characters including spaces (Times New Roman, 10 pt). Abstract goal: to present an overall idea of the paper, including both the research goal and research question. The abstract must also include information on the originality of the research and provide succinct conclusions. Abstracts must be written in two languages (Latvian/Russian and English) (Latvian and Russian/English)
5. **Key words**: Title *Key words* (Times New Roman Bold, 10 pt). List up to 5 key words in the alphabetical order on the line immediately following below
6. **Paper**: Paper length: 5500-10 000 characters, Times New Roman (font), 12 pt (font size), single spacing, width alignment, tables and charts must be numbered. Parameters for table and chart formatting: Times New Roman (font), 12 pt (font size). Literature references must be provided in the body of the text in square brackets, for example, [1, 10].
7. **Paper structure:**

* Introduction (succinctly formulated research question; topicality; research goal, research methods)
* Basic theoretical and practical points
* Research results; their assessment
* Conclusions, suggestions for future research or applications (etc)

1. **References**. Title *References* (Times New Roman Bold, 10 pt, centered). References must be numbered (Times New Roman, 10 pt). Normative acts must be listed in accordance with the exiting legal hierarchy. References must be divided into sections based on the language of references (Latin-script written references listed first and Cyrillic references following second); however, one common numbering system must apply.

**Papers that will not satisfy these requirements will not be published!**