Name and Last Name, Name and Last Name **(STYLE: AUTHOR)**

Title **(STYLE: TITLE OF ARTICLE)**

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Text of summary 1st language Text of summary 1st language Text of summary 1st language Text of summary 1st language. **(STYLE: TEXT OF SUMMARY)**

**Keywords:** 3−7 keywords. **(STYLE: KEYWORDS)**

Translation of Title (STYLE: TRANSLATION OF TITLE)

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**Keywords:** 3−7 keywords. **(STYLE: KEYWORDS)**

Translation of Title (STYLE: TRANSLATION OF TITLE)

Text of summary 3rd language Text of summary 3rd language Text of summary 3rd language Text of summary 3rd language.

Text of summary 3rd language Text of summary 3rd language Text of summary 3rd language Text of summary 3rd language. **(STYLE: TEXT OF SUMMARY)**

**Keywords:** 3−7 keywords. **(STYLE: KEYWORDS)**

Introduction (STYLE: TITLE OF CHAPTER)

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Text of introduction Text of introduction Text of introduction Text of introduction Text of introduction Text of introduction. **(style: Text of article)**

Title of chapter No.1 (STYLE: TITLE OF CHAPTER)

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Title of chapter No.n (STYLE: TITLE OF CHAPTER)

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Conclusions (STYLE: TITLE OF CHAPTER)

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Text of conclusions Text of conclusions Text of conclusions Text of conclusions Text of conclusions. **(style: Text of article)**

Note

1. Note text. **(STYLE: NOTE)**

References (STYLE: TITLE OF CHAPTER)

The first item of bibliography The first item of bibliography The first item of bibliography The first item of bibliography The first item of bibliography.

The second item of bibliography The second item of bibliography The second item of bibliography The second item of bibliography. **(STYLE: BIBLIOGRAFIA** please, have a look at technical guidelines in **Layout of Manuscript** for bibliographic references**`** layout samples)

Layout of Manuscripts

Articles, which do not have an appropriate layout, will not be accepted.

**Volume of article:** 30,000 − 60,000 characters with spaces.

Manuscript should be submitted by e-mail. Text should be composed using Times New Roman font; font size − 12, line spacing − 1. Text should be aligned 3.5 cm − from the left side, 2.5 − from the right side, 2.5 cm − from the top and the bottom. If special computer programs are used, then they should be submitted together with the article.

**Summary:** 2,000 − 2,500 characters. Articles in Latvian should contain a summary in English and Russian; articles in English should be provided with a summary in Latvian and Russian; articles in Russian should contain a summary in Latvian and English.

**Language of article:** scientific, terminologically precise. If author prepares an article in a foreign language, then he/she should take trouble about the linguistic correction of the written text consulting a specialist of the corresponding branch of social sciences − native speaker. *Articles, which have a wrong spelling, will not be accepted and reviewed.*

**Layout of article.** References should be placed in a text according to the example: (Turner 1990); (Mills, Bela 1997). Explanations and comments should be given in the endnotes. Tables, charts, schemes, diagrams, etc. should have indication of the source of the material and, if necessary, then the method of making the table, the chart, the scheme (calculations, data gathering, etc.) should be marked. These materials should have ordinal numbers and titles.

**Notes** should be placed at the end of the sentence in parentheses and are numbered starting with (1). It is recommended to use a function of cross-references for easier text processing. Note text should be placed at the end of the Conclusions.

**List items** are numbered or allocated using the bullet "•".

**Monographs** (books, brochures):

Mills Ch. R. (1998) *Sociologicheskoje voobrazhenie.* Moskva: Strategiya. (In Russian)

Turner J. H. (1974) *The Structure of Sociological Theory.* Homewood (Illinois): The Dorsey Press.

**Articles in collections:**

Turner R. H. (1990) A Comparative Content Analysis of Biographies. Øyen, E. (ed.) *Comparative Methodology: Theory and Practice in International Social Research.* London,etc.: Sage Publications, pp. 134−150.

**Articles in magazines:**

Bela B. (1997) Identitates daudzbalsiba Zviedrijas latviesu dzivesstastos. *Latvijas Zinatnu Akademijas Vestis*, A, 51, Nr. 5/6, 112.−129. lpp. (In Latvian)

Shmitt K. (1992) Ponyatie politicheskogo. *Voprosi sociologii,* No1, str. 37−67. (In Russian)

**Articles in newspapers:**

Strazdins I. (1999) Matematiki pasaule un Latvija. *Zinatnes Vestnesis*, 8. marts. (In Latvian)

**Materials from the Internet:**

Soms H. *Vestures informatika: Saturs, struktura un datu baze Latgales dati.* (In Latvian) Available: http://www.dpu.lv/LD/LDpublik.html (accessed 20.10.2002).

References should be compiled in the Roman alphabet`s order according to the authors` names or titles (if the institution is the author).

Layout of figures, tables and formulas

Figure 1

**Gross domestic product at current prices in Latvia from 2009 to 2015**

**Source:** [Central Statistical Bureau of Latvia](http://www.csb.gov.lv/en)

Table 1

**Gross domestic product at current prices in Latvia from 2009 to 2015**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
| Per capita, euro | 8781 | 8545 | 9833 | 10725 | 11309 | 11824 | 12329 |
| Per employee, euro | 20812 | 21246 | 23644 | 25109 | 25616 | 26899 | 27437 |

**Source:** [Central Statistical Bureau of Latvia](http://www.csb.gov.lv/en)

(1)

where:

the total consumer price index in the period *T* compared to period *0* (the reference period);

 share of the product *j* in the consumer basket in the reference period;

 the price index for the product *j* in the period *T* compared to period *0* (the reference period).