

*Approved by the Editorial Council  
of Proceedings of the LAS on  
2 February 2023*

## **Regulations for submission of manuscripts and instructions to authors of the journal *Latvijas Zinātņu Akadēmijas Vēstis*. A daļa: Humanitārās un sociālās zinātnes (Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences)**

### **General provisions**

*Latvijas Zinātņu Akadēmijas Vēstis, A daļa: humanitārās un sociālās zinātnes* (further — Journal) publishes on a regular basis original articles on topical and important research issues in social sciences and humanities.

Guidelines to the Editor of the Journal, authors, and peer reviewers are based on the COPE Code of Conduct for Journal Editors elaborated by the Committee on Publication Ethics.

### **Requirements for the content of an article**

The article should reflect an original, previously unpublished research, written at a high scientific level, using the scientific style of language. The content and structure of the article must comply with the basic principles of creating a scientific publication.

**Language of the article.** Articles must be submitted in Latvian with a summary in English, or in English with a summary in English or Latvian.

**Submission of the article.** The article must be submitted in the electronic format by sending to the address: [humana@lza.lv](mailto:humana@lza.lv).

**The scope of the article.** The length of the article should be between 12,000 and 40,000 characters (including spaces), including the data of the author/authors, as well as a summary of approx. 2000 characters. If the presentation of the research requires a larger volume, it should be agreed with the editorial office beforehand. Maximum number of illustrations – five. When submitting an article, the author must confirm that the copyright of third parties is not violated regarding the illustrative material included for publication.

### **The structure of an article**

Title in Latvian and English.

Data of the author/authors in Latvian and English: first name, last name, scientific degree, represented institution, position, e-mail address, researched scientific topics.

Keywords in Latvian and in English. Up to five key words: basic concepts of scientific research that describe its subject matter and nature.

Introduction. The introduction should describe the considered problems, substantiate the necessity of the research, indicate the relevance of the research, the methodological approach, the researches carried out so far that are relevant to the topic.

Outline of the content. The solution to the problem should be described sequentially in the outline part of the article. It is preferable to structure this part of the article using subtitles. The presentation should develop logically, it should be compositionally thought

out, terminologically precise, accurate in terms of the mentioned facts, clear, and well-argued.

References and notes – given in footnotes, dividing this information into paragraphs if necessary.

Conclusions. Concise conclusions, evaluations, and recommendations should be given in the concluding part of the article. The new findings and regularities should be formulated, as well as the degree and essence of goal achievement, the scientific novelty, and significance of the achieved results.

Sources and literature. Publications and unpublished materials used in the creation of the article are listed in alphabetical order.

Summary in English. Summary detailing the essence of the research, methodology, and the most important results of the work. The length of the summary is 2000 characters (including spaces).

Acknowledgments (if necessary).

## Technical requirements

The manuscript should be submitted in \*.doc or \*.docx format. If it is necessary to use specific characters in the article, the editorial office should be noticed about it and agreement should be reached concerning the necessary support and technical solutions.

The Latin alphabet should be used. The text must be transliterated (<https://translit.cc/>) to reproduce the text written in a different alphabet, for example in references or in the case of indicating the original spelling of personal names.

### Technical design of the manuscript

Font type: Times New Roman.

Title: 14 points, bold; the title is centred.

Name and surname of the author/authors (if necessary, also in the original writing that should be in italics) and information about the author/authors: 12 points.

Chapter titles: 12 points, bold.

Subsection titles: 12 points, italic.

Keywords: 12 points, bold.

Body text: 12 points, justified.

Captions of images, tables and graphs: 10 points; there is no period at the end of the caption

Summary: 12 points.

The text in references: 10 points.

Spacing between lines: 1.5.

The interval between lines in references: 1.

Paragraph first line indent: 1.27.

Spacing between paragraphs: Not used.

The text uses one type of quotation marks: "Text text text text."

Emphasis in the text should be marked with bold.

Italics in the text can be used for retelling the text in other languages, for example, highlighting the original spelling of foreign personal names.

References and comments: as footnotes at the bottom of the page

Page numbering: in the lower right corner of the page.

Simple tables should be inserted in the text at the appropriate place. Images, photographs, illustrations, tables created using specific professional programmes should be submitted separately, adding indications and comments about their placement in the text, technical specifications, etc.

All illustrative materials should be numbered. Captions of images, graphs, and tables, technical explanations are required. The caption of the image should be created according to the principle: *Figure 1.* Text text text text. Authorship indication, for example: Photo by John White. Material storage information (if applicable). There is no period at the end of the image caption.

Citations should be reproduced in the language of the body text of the article. If a foreign language text is cited, it should be given in translation, indicating the translator in a footnote. If the translation has been made by the author/authors of the article, the following note should be added in the first place of such a quote: "Here and further, the translation of the quotes is mine – A. I. [author's initials]." If it is important for perception of the text, the original quotation can also be provided in the footnote, putting it in italics, without quotation marks.

Quotation boundaries should be marked with quotation marks: "Text text text text." Citations are written using the font of the body text, without additional display.

If any parts are highlighted in the original quote, this is preserved by adding an indication in square brackets and writing the initials of the author/authors: [highlighted in the original — A. I.]. If necessary, the author/authors can themselves make highlights in the text of the quote by adding an indication in square brackets and the initials of the author/authors of the article: [highlighted by me – A. I.].

If a word or words, or parts of the text are omitted in the quote, these text omissions should be marked with [...].

If necessary, some texts on the body text of the article can be highlighted using bold. It is recommended to carefully consider the need for such highlights, so as not to unnecessarily complicate the readability of the text.

In the first place where a person is mentioned, the person's first name and last name should be indicated, and further in the text only the person's last name is used, or, if necessary — the first and last names (to avoid misunderstandings). Initials are not used.

Referring to publications in other languages, the Latvian translation of the title is indicated first, the original spelling of the title in italics is given in parentheses, if relevant, the year of the first publication or other information can be added.

A period, comma, year, and century number followed by a period must be followed by a single space.

## References, notes, list of sources and literature

The author/authors of the article are responsible for the accuracy of the references.

When quoting or retelling a source, reference should be made to a specific page/pages.

In the list of sources and references for articles in books or periodicals, the first and last page of the article should be indicated.

Additional information, such as red./ed.; u. c./et al.; bez dat./n. d.; Nr./No. should be indicated in the language of the mentioned material.

If the author of the material is unknown, the indication [Anon.] should be used or the "supposed author" should be indicated (see the example of creating a reference to a newspaper publication).

In case of a repeated citation/retelling, abbreviated reference should be used: Last name, First name (YEAR). Title of the book [in italics] or article [straight], p. XX.

Re-referencing unpublished material: *Title, addressee and/or purpose of material* [in italics], p. XX.

If several references to one material follow each other, the indication "Ibid." should be used indicating the page/pages of the quotation/retelling.

If necessary, the comment included in the reference should be structured in paragraphs.

#### Unpublished materials

*Title, addressee and/or purpose of the material* [in italics]. Date of creation of the document [day, month, year – 01.01.1901]. Name of archive/library/museum, fund/collection, description (if any), item or item number or inventory number, page/pages [if referring to the entire material as a whole] or reference to the specific page of the quotation/retelling.

*Jelgavas reālskola. Pārskati par skolēnu pārceļšanu uz nākamo klasi 1913.–1914. g. LVVA, 623. f., 1. apr., 42. l., 136 lp.*

If the descriptive information of the material is sufficient, the reference can be made similarly as to a published material.

Last name, First name (YEAR). *Title of material, description of content* [in italics]. Storage information: archive/library/museum name, fund/collection, description (if any), file or item number or inventory number, page(s) [if referring to the entire material as a whole] or reference to the specific page(s) of the quotation/retelling.

Eglītis, Viktors (bez dat.). *Vēstule Marijai Stalbovai*. Rakstniecības un mūzikas muzejs, V. Egl. R3/18, inv. nr. 12345, 1. lpp.

#### Book by one author

Last name, First name (YEAR). *Book title* [in italics]. Edition, volume, part [using the abbreviations: ed., vol., p.]. Place of publication: publisher, [if necessary: indication of the specific page/pages of the quote/retelling].

Struka, Ieva (2022). *Par skaisto un aplamo dzīvi*. Rīga: Dienas Grāmata, 97. lpp.

Payen, Guillaume (2016). *Martin Heidegger. Catholicisme, révolution, nazisme*. Paris: Perrin.

#### A book by two or more authors

Last name, First name; Last name, First name (YEAR). *Book title* [in italics]. Edition, volume, part [using abbreviations: ed., vol., p.]. Place of publication: publisher, [if necessary: indication of the specific page/pages of the quote/retelling].

Sproģe, Ludmila; Vāvere, Vera (2002). *Latviešu modernisma aizsākumi un krievu literatūras "sudraba laikmets"*. Rīga: Zinātne, 37. lpp.

If the book has more than two authors, the first author's last name and first name are indicated, followed by the indication u. c./ et al.

#### An article in a multi-authored book or collective monograph

Last name, First name (YEAR). Title of the article. Last name, First name, et al. [if necessary, the status of the person mentioned in the author's position should be indicated, i.e. editor, compiler, etc.]. *Book title* [in italics]. Edition, volume, part [using the designation

abbreviation: ed., vol., p.]. Place of publication: Publisher, [the first and the last pages of the article, or indication of the specific page/pages of the quote/retelling].

Kalnačs, Benedikts (2017). Nācījas kartēšana un kultūras atmiņa 19. un 20. gadsimta mijas latviešu literatūrā. Kalnačs, Benedikts u. c. *Fin de siècle. Literārā kultūra Latvijā*. Rīga: LU LFMI, 17.–95. lpp.

In the case of a collective monograph, the last and first names of the compiler/compiler or scientific editor/editors are indicated in the "author's position" of the book.

Pašāne, Agnese (2022). Lībiešu kultūrtelpa. Muktupāvela, Rūta u. c. (zin. red.). *Kultūras mantojuma kopienas: prakses, attīstība un izaicinājumi*. Rīga: Latvijas Kultūras akadēmija, 252. lpp.

#### Journal article

Last name, First name (YEAR). Title of the article. *Journal Title* [in italics], number/part/ volume, [the first and the last pages of the article, indication of the specific page/pages of the quote/retelling].

Ross, Nathan. (2015). On Truth Content and False Consciousness in Adorno's Aesthetic Theory. *Philosophy Today*, No. 59(2), pp. 269–270.

#### An article in a newspaper

Last name, First name (YEAR). Title of the article. *Title of the newspaper* [in italics], date, [the first and the last pages of the article, indication of the specific page/pages of the quote/retelling].

Krūza, Kārlis (1918). Grūtais jautājums. *Jaunākās Ziņas*, 13.12., 3.–5. lpp.

If the author of the article is not specified, the indication [Anon.] or the [supposed author] [in square brackets] should be placed in the "author's position", that is, if, for example, a text from an editorial column is quoted, which is not signed with the editor's name, an indication can be placed to the newspaper editorial office as a whole.

[Anon.] (1959). Skaists pasākums. *Rīgas Balss*, 17.03., 4. lpp.

[Laiks] (2007). Redakcijas sleja. *Laiks*, 29.09., 1. lpp.

#### Internet resources

Last name, First name (YEAR). The name of the text. *Website name* [in italics], date of publication. Available: website address/URL [viewed 01.01.2023].

Suroyo, Gayatri; Kihara, Leika (2022). Indonesia urges G20 collaboration as Ukraine crisis overshadows meeting. *Reuters*, 17.02. Available: <https://www.reuters.com/markets/rates-bonds/g20-finance-leaders-debate-inflation-fallout-tighter-policy-2022-02-16/> [viewed 30.07.2022].

If the name of the website cannot be precisely identified, immediately after the name and date of the material, the indication "Available" and the link address is added, followed by the indication of the date of the last view.

[ILO] (n. d.). The impact of the war on income and employment in Ukraine, [n. d.]. Available: <https://www.ilo.org/budapest/what-we-do/projects/ukraine-crisis/lang--en/index.htm> [viewed 26.07.2022].