

**National Library of Latvia *Research Papers* (Zinātniskie raksti)
Requirements for submitting papers**

Decisions on publishing papers in the *Research Papers* are based on the following criteria: topicality of the subject, research novelty and scholarly level of the paper; consistency of the paper's language, summary, keywords and illustrations with the paper's content; compliance with formatting requirements.

Research is published in Latvian, English or German. If the main body is in Latvian, a summary of the paper (together with the title) should be attached in English. If the main body is in English or German, a summary in Latvian must be attached. The content of a foreign-language summary must not differ from the content of the summary in the language of the body of the text.

Information about the author of the paper (name, surname, academic degree, institution represented, position, postal address, e-mail address, phone number) must be submitted in Latvian and English together with the manuscript.

The paper's manuscript must be submitted in *.doc or *.docx format. The recommended length (including references, summary in both body and foreign language) is 20 000 to 40 000 characters, including spaces. Recommended length of the summary: 1 000–1 500 characters, not including spaces.

The entire paper must be in the Latin alphabet. Title of every source should be written in the original language within the Latin alphabet. Letters in Cyrillic and other writing systems shall be rendered in accordance with the Latin alphabet (ISO 9 standard). For Cyrillic character reproduction, see: <http://translit.cc/>

Manuscript formatting

Page layout and font must meet the following requirements:

Page Format	A4
Left and right margins	20 mm
Top and bottom margins	20 mm
Font style	Times New Roman
Font size	12 pt
Line spacing	Single
First line indentation	1.5 cm
Text layout	Single column
Page numbering	Bottom right corner

The first time a person is mentioned in the text, their full name and surname should be listed, as well as their years of birth and death in brackets, e. g., Teodors Zeiferts

(1865–1929). The first time the Latvian version of a foreign person’s or institution’s name is mentioned, the name in the original language should be listed in italics, in brackets, along with their years of birth and death, e. g., Viljams Šekspīrs (*Shakespeare*, 1564–1616). When that person is mentioned subsequently, only the surname should be used. There should only be one space between words and after punctuation marks.

Manuscript structure

The paper’s structure shall be as follows: the author’s name and surname, the title of the paper in the original language, a summary in the original language, keywords in the original language, body text (introduction, purpose of the work, tasks, description of research innovations and methods), source and literature list. If the original language is German, title, summary and keywords should be in English as well.

Manuscript structure	Length/ number of characters	Font size	Font style	Position
Author’s name and surname		12 pt	Regular/ (with capitals)	Top left of page
Title of the paper in the original language		14 pt	Bold	Centre of page
Summary in the original language	1000–1500 characters (not including spaces)	12 pt	Regular	Justified
Keywords in the original language	5–7	10 pt	Regular	Justified
Body text	20 000–40 000 characters (including spaces)	12 pt	Regular	Justified
Body text subtitles (if used)		12 pt	Bold	Justified
Source and literature list		12 pt	Regular	Justified
Title in the foreign language		12 pt	Bold	Centre of page
Summary in the foreign language	1 000–1 500 characters (not including spaces)	12 pt	Regular	Justified

Manuscript structure	Length/ number of characters	Font size	Font style	Position
Keywords in the foreign language	5–7	10 pt	Regular	Justified
Illustration captions	<5	10 pt	Regular	Justified

References and footnotes

References to sources, literature, electronic and other resources in the body text should be numbered with Arabic numerals in superscript and rendered as footnotes.

Sources and literature

A complete list of the sources and literature used should be written at the end of the paper, first listing unpublished sources, followed by publications. The list is sorted alphabetically by source title or author's surname. If the paper uses several works by one author, they shall be sorted alphabetically by publication title.

Sources or literature in Cyrillic and other scripts should be listed in the bibliography in their Latin transliteration and included in the common alphabetic order.

The description of the sources and the publication should be made in line with the layout examples. If in doubt, please contact the editorial office.

Unpublished source

Creator of the document (name of the institution and/or surname, name, title of the official; surname, name of the individual) in the original language. *Text/document title (if any), addressee and/or purpose*. Date document created (day, month, year). Name of archive/library/museum, collection/archive, description (if any), file or unit number, number of page(s), page number(s) (if pages numbered).

Biezais, H. *Baltische Ikonographie*. 1985. National Library of Latvia, Haralds Biezais Collection, RXA 263, 291.

Generalkommissar in Riga an den Herrn Generaldirektor für Bildungs- und Kulturwesen. *Schädliches Schriftum*. 23.02.1943. Latvijas Nacionālā arhīva Latvijas Valsts arhīvs (hereinafter – LNA LVA), Collection 235, description 1 a, file 8, P. 54.

Single author monographs

Surname, initial. *Title*. Edition. Place of publication: Publisher, Year.

Paškevica, B. *In der Stadt der Parolen: Asja Lacis, Walter Benjamin und Bertold Brecht*. 1. Auflage. Essen: Klartext, 2006.

Multi-author monographs

Surname, initial., Surname, initial. and Surname, initial. *Title*. Edition. Place of publication: Publisher, Year.

Adams, R. J., Weiss, T. D. and Coatie, J. J. *The World Health Organisation, its History and Impact*. London: Perseus, 2010.

Apīnis, A., Klekere, I., Limane, L. *Rakstītājs no Nautrēniem: Andriva Jūrdža dzīve un veikums*. Rīga: Liesma, 1989.

Monographs by collectives of authors (more than five)

Surname, initial. ed. *Title*. Edition. Place of publication: Publisher, Year.

Grudule, M. ed. *Gothards Frīdrihs Stenders (1714–1796) un apgaismība Baltijā Eiropas kontekstā = Gotthard Friedrich Stender (1714–1796) und die Aufklärung im Baltikum im europäischen Kontext = Gotthard Friedrich Stender (1714–1796) and the Enlightenment in the Baltics in European Contexts*. Rīga: Latvijas Universitātes Literatūras, folkloras un mākslas institūts, [2018].

Silverman, D. F. and Propp, K. K. eds. *The Active Interview*. Beverly Hills: C.A: Sage, 1990.

A single author's contribution to a collective monograph

Surname(s), name(s), initial(s) of the author(s) of the chapter. Title of the chapter. In: Initial(s), surname of the monograph's editor/compiler(s). *Title of the book*. Place of publication: Publisher, Year. Pages from-to.

Samson, C. Problems of Information Studies in History. In: S. Stone, ed. *Humanities Information Research*. Sheffield: CRUS, 1970. P. 44-68.

Continuing publications (including collections of papers)

Responsible institution or person. *Title*. Volume (No). Place of publication: Publisher, Year.

Daugavpils University. *Art Tempus*. Volume 1. Daugavpils: Institute of Art, Daugavpils University, 2013.

Papers in collections, journals, newspapers

Surname, initial. Title of the paper. *Title of the Collection*, Year, volume (No), page(s).

Zanders, V. Das Dokumentarerbe des lettischen Exils in den wissenschaftlichen Bibliotheken Lettlands. *Knygotyra: mokslo darbai*, 2017, 68, S. 132-142.

Surname, initial. Title of the paper. *Journal title*, year, volume (No), page(s).

Grudule, M. Sapphic Stanza in the 17th Century Latvian Literature. *Letonica*, 2015, 30, P. 79-92.

Surname, initial. Article title. *Newspaper title*, year, date, page(s).

Krause, F. Bekanntmachung. *Rigasche Zeitung*, 3. Januar.

Internet resources

Surname, initial. or Source. *Name of paper or website* [type of access]. (Date). Accessible at: website address/URL [date viewed].

Cook, W. *Ten of the most beautiful modern libraries in the world* [online]. (14 February 2019). Accessible at: <http://www.bbc.com/culture/story/20170915-ten-of-the-most-beautiful-modern-libraries-in-the-world> [viewed 18 March 2019].

Illustrations (images, drawings, photographs, tables, diagrams, etc.)

Maximum number of illustrations – 5. They should be submitted as separate files in .tiff or .jpeg format with a resolution of at least 300 dpi (scale 1:1, scaling 100%). An explanatory caption (placement below the illustration) should be attached to each illustration. The body text shall include a reference to the inserted illustration. If there are several illustrations, they shall be numbered.

Description:

Artist/Photographer's Surname, initial (if known). *Title*. Place (if known), date. Storage location (name of Library/Archive/Museum), archive/collection, file or unit number, page (if file pages numbered).

Haghe, L. *Shrine of the Three Kings, in the Cathedral Cologne [lithograph]*. [S. l.: s. n., 1860]. National Library of Latvia, RIW-2/589.

Illustration caption:

Figure 1. Haralds Biezais. Before 1966. Photographer unknown

Figure 2. Film director Jānis Streičs. 2016. Photo: J. Brencis

Repeated sources and publications

Redirecting the source or publication in the footnote will use the abbreviated description:

Surname, V. *Title*. Quoted page(s).

Paškevica, B. *In der Stadt der Parolen*. P. 3.

If the source or publication has multiple authors, the first author and *et al.* should be indicated in footnotes.

If the next reference refers to the same source quoted above, the footnote uses the abbreviation *Ibid.*, including the page(s) as appropriate.

Ibid. P. 90

References missing information

If the author, date, place, or publisher of the unpublished source or publication are not clearly known, the following abbreviations shall be used in the references:

Anon.	author unknown
s. l.	place of publication unknown
s. n.	publisher unknown
s. a.	year of publication unknown
1992?	possible year [of publication]
ca. 1992	around 1992
199–	decade known, but year uncertain

The most common abbreviations shall be used in the paper, footnotes, as well as in the list of sources and literature: P. (page, pages – sources in English), s. (stranica – sources in Russian), S. (Seite – sources in German).