

**General Principles for Submitting and Formatting Articles
for the Conference Proceedings of Liepāja University
“The Word: Aspects of Research”**

The collection of scientific articles “The Word: Aspects of Research” includes articles in the linguistic branch as well as researches in other humanities areas if they deal with issues essential for linguistics.

The collection of articles is subdivided into two thematic parts.

The papers are published in the Latvian, Lithuanian, English, German or Russian languages. The summary of the article (in English, German or Latvian) should give a description of the problematic issues of the theme and the main conclusions (also the title should be translated). Its volume – 1500–2500 characters (with spaces). Keywords (5–8 words) should be given in the languages used in the article and the summary.

Doctoral and master’s students are asked to submit their articles accepted by their scientific advisers as a proof of the scientific and formatting quality of the article.

The presented articles are edited by anonymous reviewers. The Editorial Board reserves the rights to return insufficiently elaborate or substantiated research papers to their authors, supplemented by principal objections or recommendations for improving the quality, or refuse their publication.

Please, respect the deadline for submitting your article for the next edition of the collection of scientific articles “The Word: Aspects of Research” – **20 April**.

In order to promote designing and publishing the collection the following formatting principles should be followed:

- the basic text should be printed in *Times New Roman* – 14, the list of references and the summary in a foreign language – *Times New Roman* – 12, spacing 1 in *Microsoft Windows XP* or in *Microsoft Windows 7*;
- the author’s first name and surname are followed by the name of the higher educational establishment in brackets (scientific institute or another establishment), where the author works (or studies);
- the title of the article should be written in capital letters in the languages used in the article and the summary;
- below the title keywords should be given in the languages used in the article and the summary;
- below the keywords the summary should be given;
- tables, charts, pictures and others should be presented in black-and-white (in case they are not designed by the author himself, a reference to the original source must be included);

- each table, chart and picture should be stored as a separate file in *Microsoft Windows XP* or in *Microsoft Windows 7*; tables, charts, pictures, also captions and legends should be modifiable;
- indent –1.25 cm, space between paragraphs – 1; please, do not use any other unnecessary formatting;
- page frame: 2 cm from the top and bottom, 2.5 cm from the left and the right;
- volume of the article (including the list of references and summary) – up to 10 pages.

The principles of inserting references and footnotes are based on the state standard of Latvia ISO 690 and ISO 690-2. References to sources, literature, electronic and other resources should be included into the text in round brackets, for example (Ambrazas 2006, 17).

The list of references should be arranged in alphabetical order and the full names of the authors should be indicated. Before the full bibliographical reference, a shortened form should be given which is used for references in the text, e. g.:

Ambrazas 2006 – **Ambrazas, Vytautas**. *Lietuvių kalbos istorinė sintaksė*. Vilnius : Lietuvių kalbos institutas, 2006.

Endzelīns 1951 – **Endzelīns, Jānis**. *Latviešu valodas gramatika*. Rīga : Latvijas Valsts izdevniecība, 1951.

Hassan 2001 – **Hassan, Ihab Habib**. From Postmodernism to Postmodernity: the Local/Global Context. *Philosophy and Literature*. Vol. 25, No. 1, April 2001, pp. 1–13.

Kalnača 2001 – **Kalnača, Andra**. Refleksīvie verbi un darbības vārda transitivitāte latviešu valodā. *Vārds un tā pētīšanas aspekti* : rakstu krājums, 5. Liepāja : LiePA, 2001, 198.–209. lpp.

LVV 1987 – *Latviešu valodas vārdnīca*. Atbildīgā redaktore Dainuvīte Guļevska. Rīga : Avots, 1987.

The full text of the article should be presented in an electronic form (balti@liepu.lv), a print-out (1 copy) should be mailed to the following address: Liepājas Universitāte, Humanitāro un mākslas zinātņu fakultāte, Kūrmājas prospektā 13, 203. kab., Liepāja LV-3401

You are welcome to use e-mail address for further information and consultations: balti@liepu.lv

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Editorial Board