

For authors — requirements for publishing of papers in *Scripta Letonica*

Scripta Letonica is a peer-reviewed multi-disciplinary scientific journal

1. Original papers of scientific nature can be submitted for publishing in the journal *Scripta Letonica*. Preference is given to publications about the studies performed in Latvia or in the Baltic Sea region.

The information contained in the manuscript submitted for publishing must not have been previously published or submitted for publishing in any other printed work (except as conference theses) in Latvia or abroad, including in any other language. Pursuant to the legal provisions of Latvian and international law, authors must undertake to comply with the requirements and assume responsibility for distribution of plagiarised materials or presenting somebody else's material as their own.

Organisers of scientific conferences can reserve space in *Scripta Letonica* for publishing conference materials. Also, conference papers can only be published after going through the peer-review process.

2. Publishing policy. *Scripta Letonica* accepts for publishing original papers, short reports, reviews and monographs.

The standard languages of publications are Latvian and English (also German). Linguistic editing of manuscripts to be published in English may be a paid service (if the author has not had the text edited prior to its submission). In order to make the results of their studies internationally recognised, authors are hereby requested to prepare the manuscripts of publications in English and to ensure their linguistic editing prior to their submission. Manuscripts can also be accepted for publishing in another language if this is necessary due to the specifics of the discipline to be researched. Regardless of the language of the manuscript, the text must be well-written and unambiguous. Very poorly written manuscripts may be rejected.

Scientific editing — all the papers submitted (except monographs) will be subjected to anonymous peer-review prior to their publishing. The usual number of reviewers is two. In case of contradictory reviews, a third reviewer may be invited. Monographs will be subjected to an open review. The number of reviewers may vary depending on the specifics of the scientific discipline.

In order to save authors' time, prior to handing manuscripts over to reviewers, the editorial board will perform the initial verification of the manuscripts submitted and, at this stage, may completely reject the manuscript (if the manuscript does not comply with generally accepted requirements for preparation of articles) or request the author to make corrections in the manuscript.

After receiving critical remarks from the reviewers or editorial board, authors must prepare a corrected manuscript and submit it to the editorial office within two weeks after receiving these remarks. If authors fail to submit the corrected manuscript within 90 days after the date of issue of critical remarks, the manuscript will be rejected for publication, except in case if the only or corresponding author dies in the particular time period. Authors may reject the critical remarks addressed to them by submitting substantiation for rejecting the critical remarks (in a format of their choice).

The manuscripts fully rejected for publication cannot be submitted repeatedly.

In case of any unclear questions, authors must contact the editorial office by email:

rpd-science @ inbox.lv

3. Preparation and submission of a manuscript.

Text. The body text is only prepared as an electronic document in the *.DOC*, *.DOCX* or *.RTF* format.

Tables are inserted at the very end of the manuscript or as separate documents in the *.DOC*, *.DOCX*, *.RTF* or *.XLS* format.

For text or tables, electronic documents in other formats are not accepted.

The text and sections of a manuscript must be arranged according to the nature of the information to be provided.

All manuscripts have mandatory sections, which are separated with a specific title — **Abstract**, **Introduction**, **Bibliography** (*References*, *Sources*), **Keywords** (or accordingly in the main language used in the manuscript). The other sections and their titles are formed reflecting the specifics of the manuscript. In papers of experimental and hypothetical nature, **Methodology** (or the **Material and Methodology**), **Results**, **Discussion** (or **Results and Discussion**) are mandatory sections. All acknowledgements to people who have assisted in the writing of the manuscript, as well as to sponsors are included in the chapter **Acknowledgements** (before a reference list of bibliographic information). In the studies in which museum and archive collections have been used, the full names of these institutions, the abbreviations of the names used on the list of references, as well as the full addresses of the institutions must be indicated in the chapter the **Material and Methodology**. If possible, it is advisable to summarise the key conclusions in a separate chapter **Conclusions**. Regardless of the main language used in the paper, it is mandatory for all manuscripts to have **Abstract** in English.

The body text of a manuscript is written without using specific formatting options, automatic operations (e. g. numbering, indents, etc.). When preparing the text, only the following formatting operations are acceptable: *Justify*, *Bold*, *Italic* or *Underline*.

The body text must be in the same style throughout the manuscript. The text must be well-thought-out and easy to perceive, and only scientific style of the language should be used that would also be clear to general public. The information obtained during the study should not be only presented but also analysed (inasmuch as the available information or the nature of the study allows this). Unverified information is not to be mentioned in the text, it may only be stated (if necessary) as mere assumption, e. g. "It is possible that ...", "It is necessary to verify whether ...", etc.

Headings and **sub-headings** of chapters are not numbered, and they can be sub-divided no lower than into Level 3 sub-headings, using the following formatting:

Heading of the chapter (without an indent from the left)

Level 1 sub-heading (with an indent from the left)

Level 2 sub-heading (with an indent from the left)

Level 3 sub-heading begins a paragraph. Text of the paragraph ... (with an indent)

Tables are numbered in the order in which they are cited in the text. References to tables are mandatory in the text. In the text, a standard citation of tables is written in brackets, e. g. (Table 1), (Table 2), (Tables 3 and 4). A reference can also be within the body text if the structure of the sentence allows it. Table headings and table numbers are written before the table, e. g. **Table 1** Text of a table heading. Explanations of tables are written right after the table heading or below the table.

4. Images. If the paper is supplemented with images, they have to be of appropriate quality. Images are submitted as separate electronic documents together with the body text of the manuscript.

For better reviewing of the manuscript in the peer-review process, if the images are not of a large size, they are also placed at the end of the manuscript. Textual references to the images are mandatory and are cited in the text the same way as tables, e. g. (Image 1), (Image 2), (Images 3 and 4). For each image, the number and caption are indicated which are to be placed below the image. If the images are submitted only as separate documents, the number and caption are indicated for all the images at the end of the manuscript (after the tables). Example of an image caption: **Image 1** Text of an image caption. All explanations regarding the information shown in the images are given after the image caption. Images are not to be framed unless it is truly necessary.

Photographs, images obtained by all kinds of photographic equipment. If the equipment used allows selecting a format of an electronic document, images are instantly obtained in the **.TIFF** or **.TIFF (multi)** format. If an electronic document of the image can only be saved in a format other than **.TIFF**, the image is saved and

submitted for publishing in the corresponding format (usually **.JPEG** or **.JPG**).

Images that have originally been obtained in another format (which is other than **.TIFF**) must not be edited using computer graphics programs, and the images are to be submitted in the format in which they were originally obtained. If the author wishes to include indications of various kinds in such an image, the image is saved as an electronic document in the **.TIFF** format first and only then any modifications can be made to the image itself. If this requirement is disregarded, the image may not be published.

Schematic drawings and **scanned documents** are only prepared as **.TIFF** or **.TIFF (multi)** format electronic documents. Hand-drawn or scanned images that have originally been made / scanned in another format, but then have been saved as **.TIFF** documents, cannot be accepted for publishing; therefore, images must be already initially saved in the relevant format.

If necessary (for additional fee), the editorial board may prepare schematic drawings, agreeing on this with the author beforehand; however, this will lengthen the time period required for the preparation of the manuscript for publishing. For scanned documents, prior to their scanning, a resolution of at least **360 dpi** or higher must be selected on the scanner menu. Images obtained by scanning hand-written materials or other small-scale graphic records are obtained in higher resolution.

Graphs and diagrams are prepared in a single plane. Multi-dimensional images are not accepted. Colour images should be avoided, giving preference to the black colour and shades of grey. Legends and other additional information are only included in the image caption (rather than in the graph or diagram itself). Images of graphs and diagrams, or images of similar nature, are submitted as separate electronic documents saved in **.TIFF** or another original electronic format, depending on the computer program used for their creation. If additional processing is needed, images saved in formats other than **.TIFF** documents are processed the same way as regular images, saving them first as **.TIFF** documents. Images created in Microsoft Excel are submitted as complete **.XLS** or **.XLSX** documents containing the image itself, the output data and the image caption.

Colour images, if there are only few, can be accepted for publishing free of charge. If there are many colour images, authors cover their printing costs (contacting the editorial office beforehand). Regardless of the number of colour images, their publishing in the electronic version of *Scripta Letonica* is free of charge.

5. Appendices. Appendices in the form of text or tables are only appended after the list of bibliography if it is truly necessary. Electronic documents may not be appended as appendices. If there are electronic documents supplementing the manuscript which are stored at the National Library of Latvia or in another depository of electronic documents that is accessible to public, a reference to the depository where the electronic documents can be found and examined is made in the text of the manuscript.

6. References (Sources). All information and quotes that are not the material of the author of the manuscript or is the material published previously by the author of the manuscript must have references to the source of information. All references, except references to the information provided by specific persons, are listed after the body text of the manuscript. References must also accompany all images borrowed from other sources (if necessary, also obtaining permission for their republication).

Information provided by other persons. Information provided individually by other persons who are not the authors of the manuscript should also be indicated in the references, stating the surname and initials of these persons, followed by appropriate text, e. g. (*J. Bērziņš, unpublished data*) or (*J. Bērziņš, personal information*). The time when the information was received can also be indicated (year, month or full date), e. g. (*J. Bērziņš 2014, personal information*). The references are only indicated in the text in brackets, as shown in examples, or included in a sentence if its structure allows it. If contribution of other persons has been significant, they are also acknowledged.

Sources (references within the text). In the text, references to the information available in the bibliographic or other sources are provided in the format — author and year, i.e. (*Bērziņš 2014*) or in numerical order — [1] or [1, 3, 10] (according to the most commonly accepted style in the scientific discipline), while maintaining a consistent style of reference insertion throughout the manuscript. If the author is unknown, the author is indicated as 'anonymous'; in case when the year is unknown, three dots are inserted in square brackets: [...], e. g. (anonymous [...]).

List of sources (references). A list of all sources of information published in a printed, electronic or any other form is included in a separate chapter after the body text of the manuscript. Each source of information may only be included once on the list. All sources of information are arranged alphabetically on the list. If references to sources of information are cited in the text in numerical order, in voluminous papers, sources of information may be arranged non-alphabetically. The references should contain all the information necessary so that readers themselves could find and verify the source of information. In case of journals and books, the following main information is indicated: *author, year of publishing, title // title of the journal, book or conference proceedings* (if an article or a section is cited, as well as conference theses)/, *place of publishing* (city; indicated only for non-periodical publications), page number(s) (if articles or sections are cited). For electronic sources of information, the website address and the date when the website was last visited is also indicated. International standard ISO 690:2010, *Information and documentation — guidelines for bibliographic references and citations to information resources* can be used as a format for references of other cited information.

7. Submission of a manuscript.

Manuscripts must be prepared and submitted electronically, sending the prepared copy to the following email address:

rpd-science @ inbox.lv

If submission of a manuscript or a part thereof is not possible electronically, the authors must contact the editorial office to agree on options for submitting the manuscript.

The body text of the manuscript is submitted as a single electronic document. Tables (placed at the end of the manuscript) are also included in the document, as well as numbers and captions of all images (after the tables). If there are few images or they are not large (they do not increase the size of the electronic document), images can be inserted together with their captions. All images are also sent as individual original electronic documents.

Electronic documents to be submitted additionally to the body text of the manuscript (images and tables), regardless of the electronic format thereof, are numbered in accordance with the system used for numbering images and tables within the text, without using spaces, symbols or special characters in the document titles.

E. g. *manuscript_text.doc, Image_1.tif, Image_2.xls, Image_3.jpg, Image_4.tif, Table_1.doc ...*



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