PAPER TITLE

**Name Surname**, Affiliation;

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Papers should be sent to **Silvija.Bruna@lu.lv and Emils.Pulmanis@lu.lv** Papers submitted shall conform to the standard language (*British English, Roman script*) usage requirements, be edited and proofread.

**MAIN REQUIREMENTS**

**Page setup settings:** margins 2 cm top and bottom, 3cm left and right side margins, paper size – A4 format (21 cm x 29,7 cm).

**Font requirements** (unless otherwise): Times New Roman; 11 pt.

**Paragraph formatting** (unless otherwise):

· *Alignment* – justified;

· *First line avert* –1 cm;

· *Paragraph spacing* – before 0 pt; after 0 pt;

· *Line spacing* – single.

**All text** should be 8–15 pages.

**Structure of the paper:**

· Title of the article (14 pt);

· Name Surname (11 pt);

· Organization / University (Country) (11 pt);

· Abstract (10 pt);

· Keywords (10 pt);

· JEL codes (10 pt);

· Introduction;

· Main text of the article divided into sections and, if required, subsection (11 pt)s;

· Conclusion (11 pt);

· References (10 pt).

**ALL ARTICLES SHOULD BE WRITTEN IN CLEAR (CORRECT) ENGLISH**

**LANGUAGE.**

Abstract

Abstract shall be around up to 250-300 words reflecting the essence, content and research results of the paper and placed before the main text of the paper. Abstract is a complete but concise description of the paper to appeal potential readers into reading the full paper. **Abstract should consist of problem statement, aim, main research methods used, main results and findings of the paper**.

Key words: *one, two, three*, etc. (not more than 5 items).

# **JEL code:** available on: <http://www.aeaweb.org/journal/jel_class_system.html> (*Journal of Economic Literature* (JEL) Classification System)

Introduction

The introduction should identify key ideas of the research, why it is important; pose research question that needs to be answered and how the findings contribute to the discipline. Introduction includes the description of study, problems, sets aim and tasks of the research, research methods applied, and presents novelty and topicality of the research as well as lists problematic questions of the conducted research, information sources, delimitations of research subjects, and theoretical discussion.

Research results and discussion

This part includes: text, tables, figures, formulae with references, data source references, evaluation of validity for calculations. This part may be divided in balanced sub-parts.

Papers should be typed on A4 size paper, formatted with single columns and should be with single spacing, 11 point *Times Roman* font. Margins: Top-2 cm, Right-3 cm, Bottom-2 cm, and Left-3 cm. Do not add page numbers to the paper.

Paper may not exceed 8 - 15 pages in length, including figures, tables and bibliography. The file of each paper may not be larger than 10,000Kb. Filenames should be as follows: Corresponding author’s Surname\_Name.

***Tables*** *- MS Word or Excel*, understandable even without reading the text. Tables in the paper shall be given in Arabic numerals. The word ‘Table’ and number are placed at the right margin. Table’s title is centred in a new paragraph. Tables in size over a full page are not recommended. Tables shall be stretched (aligned both to the left and right margins of the page).

Table 1

**Title**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Question** | **Group A** | **Group B** |
| 1. | Text 1 | 5 | 8 |
| 2. | Text 2 | 7 | 3 |

*Source: author’s calculations based on ...*

If a provided table or its part has been published in another source, a primary source shall be indicated below (10 pt).

**Figures** – *in black and white (or coloured for online proceeding version and if it reflects information also in printed version of proceeding book in black and white style)*, background not shaded. Titles of figures are placed below the figures. Figures shall be stretched (aligned both to the left and right margins of the page).

|  |
| --- |
| B A  C |

*Source: author’s construction based on ...*

Fig. 1. **Title**

**Formulas** - *MS Equation*, numbered.

**References** shall be given in the **Harvard System of short references** e.g. (Jacob E., 1998) with a full alphabetical list at the end. If a publication is authored by an organisation or has no author, the title of the organisation or publication and year of publication are indicated, e.g. (Ministry of Economics, 2011). If the publication has no author and its title is long, first three words followed by ellipsis and year of publication are indicated, e.g. (Company Financial Indicators ..., 2007). Use Harvard – Anglia 2008 citation and bibliography style, available in Word 2007.

The names of the source must be leaning. **We suggested that reference sources should not be less than 10 positions (but it’s not limitation as depends from the type and content of the paper).**

**Use (.)** *as decimal point in the text*, tables and figures, e.g., 0.56 or 12.67%

1. Sub-part 1

Text, tables, figures, formulae with references, data source references, evaluation of validity for calculations.

1. Sub-part 2

Text, tables, figures, formulae with references, data source references, evaluation of validity for calculations.

1. Sub-part 3

Text, tables, figures, formulas with references, data source references, evaluation of validity for calculations.

Conclusions

Main research findings. Analysis and evaluation of the main points of research results discussed in the paper. Conclusions are only original contribution of the paper: it indicates the value of research and the material presented. It should be a strong recapitulation of major ideas of the paper.

Conclusions could be written also as theses and numbered, as well as proposals.

**References**

Boots Group Plc., 2003. *Corporate Social Responsibility.* [Online] Available at: http://www.Boots-Plc.Com/Information/Info.Asp?Level1id=447&Level 2id=0 [Accessed 23 July 2011].

Czech, B. & Daly, H., 2004. In My Opinion: The Steady State Economy - What it is, Entails, and Connotes. *Wildlife Society Bulletin,* 32(2), pp. 598-605.

Jackson, T., 2011. *Prosperity Without Growth: Economics for a Finite Planet.* London and Washington DC: Earthscan.

Ministry of Economics, 2011. *Economic Development of Latvia,* Riga: Ministry of Economicsof the Republic of Latvia.

Werther, W. & Chandler, D., 2011. *Strategic Corporate Social Responsibility: Stakeholders in a Global Environment.* Los Angeles: SAGE.

References shall be arranged in the alphabetical order.

Author Guarantee Form should be signed, scanned and sent to **Silvija.Bruna@lu.lv or** [**Emils.Pulmanis@lu.lv**](mailto:Emils.Pulmanis@lu.lv) together with the paper.