

A STYLE GUIDE FOR PAPERS SUBMITTED TO THE INTERNATIONAL SCIENTIFIC CONFERENCE „ENGINEERING AND TRANSPORT SERVICES – 2014”

Length of paper and language

The number of pages (A4) is restricted to 8 including tables, figures and references. It is preferable for the papers to be written in English, papers in Russian or Latvian will also be accepted, but they have to contain an abstract in English. Prior to submission manuscripts have to be checked for correct language. Manuscripts showing serious shortcomings in layout/formatting will not be accepted for publication.

Structure

Each contribution starts with the title and author(s). An abstract of maximum 100 words follows, then the list of key words (max. 6). If the publication is written in Russian or Latvian, it has to begin with an abstract in English, followed by an abstract in the language of publication. The main text should follow, divided into sections:

Introduction,
Materials and Methods,
Results and Discussion,
Conclusions,
Acknowledgements (if needed),
References.

The paper can be rejected or given back for corrections if structure of the paper is other as demanded.

Page size and font

- Set page size to A4;
- Set all margins to 2,5 cm and first line indentation of 1 cm;
- Use single line spacing and justify the text;
- Use *Times New Roman*, size 12 pt;
- Do not use page numbering;
- Leave a blank line between sections;
- For symbols and international characters, use the *Insert/Symbol* option (for example: temperature °C).

Titles and headings

The title should have a maximum of 15 words. The title should be written in capital letters, bold, size 14 pt, centred. The section headings should be written in lower case letters and not in capitals, size 12 pt, left-align. There will be mainly one level of headings permitted. If you extremely need two levels of heading, the second level heading should be written using *Times New Roman*, italics, size 12 pt, left-align.

Footnotes should be omitted. Put the information in the text in parentheses.

The names of the author(s) should be written in the format: name, surname etc. (omit titles); in the next line: the name of the institution; and in the succeeding line: e-mail address. You should leave a blank line between the title and the name of the author(s).

Example:

A STYLE GUIDE FOR PAPERS

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If there are authors from more than one institution, number them progressively (superscript) and repeat this number next to their address.

Example:

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Tables

For tables, use font *Times New Roman*, regular, 10 points. Tables must be numbered; numbers have to be right-aligned above to the title (centred) of the table.

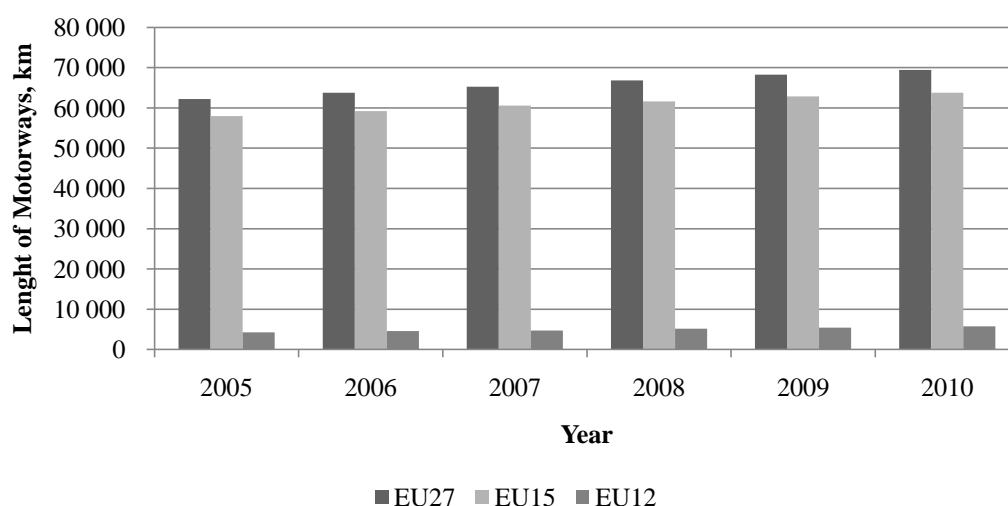
Table 1

This is an example of a table title

Source:

Figures

Use font *Times New Roman*, regular, 10 points, do not use borders for legend area and do not use borders and shadings in background of the charts (figures) and use black and white version. Figures must be numbered, number and title have to be written under the figure and centred.



Source:

Figure 1. **This is an example of a figure title**

Equations

Use *MS Equation* for writing formulas. Formulas should be numbered (1), (2), (3), etc. and referred to in the text according to their numbers. Leave one blank line above and below the equation, left align the equation.

Example:

$$(\rho_L - \rho_G) \cdot g \cdot V_B = \pi a^2 \frac{\rho_L U_0^2}{2} \cdot f \quad (1)$$

References

Number citations consecutively in square brackets [1]. All sources quoted in the text should be listed in the list of references at the end of the paper. List the references consequently to the numbering of references used in the text of the publication.

Example:

For journal articles:

[1] Author(s) (year) Title. *Journal Title (in full)*, volume number, page-page.

[1] Dulphy J.P., Dermarquilly C., Baumont R., Jailer M., L'Hotelier L. and Dragomir C. (1999) Study of modes for preparation of fresh and conserved forage samples for measurements of their dry matter and nitrogen degradation in the rumen. *Annales de Zootechnie*, 48, pp. 275-288.

For book chapters or contributions:

[1] Author(s) (year) Title. In: Editor(s) names (eds) *Book title (in full)*, publisher, address, page.

[1] Cherney D.J.R. (2000) Characterization of Forages by Chemical Analysis. In: Givens D.J., Owen E., Axford R.F.E. and Omed H.M. (eds) *Forage Evaluation in Ruminant Nutrition*, CAB International, Wallingford, UK, pp. 281-300.

For whole books:

[1] Author(s) (year) *Book title*. Edition, publisher, address, pages.

[1] Frame J., Charlton G.F.L. and Laidlaw A.S. (1997) *Temperate forage legumes*, CAB International, Wallingford, UK, 336 p.

For conference proceedings:

[1] Author(s) (year) Title. In: *Proceedings title*. Publisher, address, page-page.

[1] Ritchie M.E. and Olf H. (1999) Herbivore diversity and plant dynamics: compensatory and additive effects. In: *Herbivores: Between Plants and Predators. The 38th Symposium of the British Ecological Society*, Blackwell Science, Oxford, UK, pp. 175-204.

For the papers published in internet:

[1] Author(s) (year) Title. Available at:

[1] Stoof A., Martens L.R., van Merrienborer J.J.G. (2000) *What is competence?: A constructivist approach as a way out of confusion*. Available at: www.onderwijsportaal.nl/idee-DCO-Documentatie/documenten/