**Requirements for submitting articles to electronic journal *Socrates* of Faculty of Law, Rīga Stradiņš University**

The article **should be submitted to RSU Faculty of Law** *by e-mail to the address: socrates@rsu.lv*

In accordance with the existing legal provisions, **the submitter of the article shall assume responsibility** for ensuring that the submitted article is not plagiarism, it has not been published or submitted for publication in any other source, as well as for any potential consequences for violation of copyrights and neighbouring rights resulting from the article submitted.

**The scientific article** should be written in **Latvian or English.**

The articles submitted in Latvian should also have **an English translation of the title of the article, the abstract, as well as the captions for images and titles of tables.** *Note.* Titles of images and tables should be exhaustive, i.e. comprehensible (both in Latvian and English) without in-depth reading of the text.

The content of the article should be original, it must contain previously unpublished results and it may not be previously published in another edition or submitted elsewhere for publication.

The recommended length of the article is 8 to 12 pages.

**Requirements for layout and formatting**

**Text**: in *Microsoft Office Word* with file extension \*.docx, A4 format, 1 column, font type: *Times New Roman,* font size: 12 points (p), font style: *Regular*, line spacing: 1 (*Single*), paragraph alignment: *Justified*. Do not apply paragraph indentations with the help of a Tab key or blank spaces. The spacing between any two sections of the article must be 1 line.

All pages, formulas, tables and images in the manuscript must be numbered.

**The title of the article:** – centred alignment

(14 p, lower-case letters (do not use *All Caps*), font style: *Bold*)

***Name Surname, Name Surname*1, *Name Surname*****2**

(Name Surname: *Bold Italic*;
indices: *Bold Regular*)

*Institutional affiliation, country of the lead author\** (*Regular Italic*)

E-mail address (Regular)

Example: *Rīga Stradiņš University, Department of Internal Diseases, Latvia*

janis.berzins@rsu.lv

1 *Institutional affiliation, country of the co-author\** (*Italic;* indices: Regular)

2 *Institutional affiliation, country of the co-author\** (*Italic;* indices: Regular)

*\**Country, if not included in the name of the institution.

**Section headings:** aligned to the left

 (12 p, lower-case letters (do not use *All Caps*), font style: *Bold*)

1. for articles in Latvian:

**Abstract** in Latvian: up to 2000 characters (*with spaces*)

*Keywords:* aaaa, bbbbbb, cccccc.

**Introduction**

**Aim**

**Material and methods**

**Results**

**Discussion**

**Conclusions**

***Acknowledgements*** *(optional) Information on the research project or the programme under which the research was conducted, etc. (Italic Regular*).

**Title of the article in English** (12 p, *Bold Regular*)

**Abstract** in English: up to 2000 characters (*with spaces*)

*Keywords:* aaaaa, bbbbbbb, ccccccc.

**Bibliography**

1. for articles in English:

**Abstract:** up to 2000 characters (*with spaces*)

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**References**

**Illustrative material:** images (images include drawings, photos, diagrams and charts that follow a unified numbering) have to be of high quality; *JPEG, TIFF* or *EPS* files with a resolution of at least 200 points; illustrative material should be placed as pictures in a *Word* document, whereas graphical images should be attached separately (to an e-mail); diagrams and charts should be designed so that they can be edited, for example, by using *Insert Chart* in a *Word* documentor by inserting *Excel* data; the text should include a reference to the illustrative material, for each particular image, such as: (see Figure 3).

**Tables** should be inserted in a text format (they should not be in the form of graphic images). The text should include a reference to each table, such as: (see Table 3).

**Bibliographical references in the text** can be presented in two ways (but consistently throughout the article):

1) by indicating the publication used or the author of the publication and the year of publication in square brackets, for example, [Becker, 2006], if it is particularly important to specify the author of the publication and the year of publication;

or

2) by indicating the numerical order of the source from the appended bibliography and the quoted page in square brackets, for example [1, *7*], where the number 1 (Regular) represents the numerical order of the source, and the number 7 (in *Italics*) indicates the page.

**Bibliography** at the end of the article shall be drawn up **in alphabetical order** of the languages (for articles in Latvian, the sources in Latvian shall be given first, then the sources in English using uniform numbering). **If there are sources in the Cyrillic script, the transliteration system Passport 2010 for Cyrillic alphabet should be used.** For example, *Kriminologiia. Uchebnik dlia vuzov*. Pod obshchei redakciei professora A. I. Dolgovoi. Moskva: Izdatelstvo NORMA, 2001. (*Криминология. Учебник для вузов*. Под общей редакцией профессора А. И. Долговой. Москва: Издательство НОРМА, 2001).

**Bibliography should be formatted** according to the samples given below, following the punctuation marks between separate elements of the bibliographical description (a full stop, a comma, a colon, a semi-colon, slashes and a dash).

1*.* If there are four (4) authors, all four of them shall be specified; if there are more than four authors, the first three authors shall be indicated and then “u.c.” (for sources in Latvian), or “*et al.*” (for sources in English, with a comma before *et al.*) shall be added.

2*.* Author’s initials in the bibliography shall be separated by a full stop and a space (e.g. Braunwald E. B.).

3*.* Pages “from–to” shall be specified in full, e.g. 1243–1256, using en-dash (without spaces on both sides) rather than a hyphen.

*See accompanying samples of bibliographical descriptions.*

**Footnotes** within the article shall be numbered sequentially and entered using *Insert Footnote*.

*Samples of bibliographical descriptions*

**Bibliographical description of a book**

Surname and initials of the author. Title of the book: Other titles, if any / Statements of authorship, i.e. a group of authors, editors, etc. – Current edition number, e.g. 3rd ed. – Place of publishing: Publisher, year. – Number of pages used “from–to” (e.g. 140.–150. lpp. (for sources in Latvian) or Pp. 140–150 (for sources in English)).

*Example*

1. Vilks A. Krimināltiesiskā politika: diskursa analīze un attīstības perspektīvas.– Rīga: Drukātava, 2013, – 36.–37. lpp.

2. Braunwald E. B. Heart disease: A textbook of cardiovascular medicine. – 3rd ed. – Philadelphia: W. B. Saunders, 1988. – Pp. 345–346.

**Analytical bibliographical description of a chapter in a book** (when a part of a book or an article from a collection is used)

Author of the respective chapter of the book. Title of the chapter: Other titles, if any // Author of the book. Title of the book: Other titles / Statements of authorship (editor, translator, etc.). – Current edition number. – Place of publishing: Publisher, year. – Pages used “from–to”.

*Example*

Morgan G. Acid-base balance // Clinical anaesthesiology / Ed. by Turner D. A. – 2nd ed. – Philadelphia: W. B. Saunders, 2005. – Pp. 225–240.

Kaija S. Procesuālā ekonomija kā princips kriminālprocesā // Kriminālprocesa likumam 10 gadi. Pagātnes mācības un nākotnes izaicinājumi / Meikališas Ā. zinātn. red. – Rīga: Latvijas Vēstnesis, 2015. – 188.-198. lpp.

**Bibliographical description of an article in a magazine**

Author of the article. Title // Name of the magazine, year, volume (No): pages “from–to”.

*Example*

Ķinis U. Krimināljurisdikcijas konfliktu jēdziens // Administratīvā un Kriminālā Justīcija, 2013; 2(63): 21-28. lpp.

**Description of Internet sources**

Bibliography shall also include sources derived from Internet websites. Bibliography shall include both the author’s name and the title of the material and the complete and accurate address of the resource, indicating when the resource was viewed in brackets.

*Example*

Pokrotnieks J., Danilāns A., Derova J. u. c. Vadlīnijas gastroenteroloģijā // www.gastroenterologs.lv/content.php?lang=lv&oldpage=0\*page=0&submenu=20-12k (sk. 25.12.2015.).

**Description of legislative acts**

Administratīvā procesa likums. 25.10.2001. likums // [Latvijas Vēstnesis](https://www.vestnesis.lv/ta/id/55567-administrativa-procesa-likums), 164 (2551), 14.11.2001. (pamatredakcija) Stājies spēkā 01.02.2004. Konsolidētā redakcijā pieejams: <http://likumi.lv/doc.php?id=55567> (sk.15.06.2015.).

Grozījumi Kriminālprocesa likumā. 08.07.2015. likums // Latvijas Vēstnesis[, 140 (5458), 21.07.2015.](https://www.vestnesis.lv/ta/id/275464-grozijumi-kriminalprocesa-likuma)/Stājas spēkā 01.11.2015.

Eiropas Padomes 2008.gada 27.novembra Pamatlēmums 2008/947/TI par savstarpējas atzīšanas principa piemērošanu tādiem spriedumiem un probācijas lēmumiem, kuri paredzēti probācijas pasākumu un alternatīvu sankciju uzraudzībai// Eiropas Savienības Oficiālais Vēstnesis, L 337, 2008. gada 16. decembris.

**Description of court rulings**

Satversmes tiesas 2008. gada 29. aprīļa spriedums lietā Nr. 2007-25-01/ [Latvijas Vēstnesis](https://www.vestnesis.lv/ta/id/174852-par-kriminalprocesa-likuma-parejas-noteikumu-3-punkta-atbilstibu-latvijas-republikas-satversmes-91-pantam), 69 (3853), 07.05.2008.

Satversmes tiesas 2014. gada 3. aprīļa lēmums par tiesvedības izbeigšanu lietā Nr. 2013-11-01/[Latvijas Vēstnesis](https://www.vestnesis.lv/ta/id/265482-par-tiesvedibas-izbeigsanu-lieta-nr-2013-11-01), 69 (5129), 07.04.2014.

Eiropas Cilvēktiesību tiesas 2015.gada 13.janvāra spriedums lietā *Elberte pret Latviju*, iesniegums Nr.61243/08, 4. rindkopa

Eiropas Cilvēktiesību tiesas 2013.gada 26. novembra Lielās palātas spriedums lietā *X. pret Latviju*, iesniegums Nr.27853/09, 7. rindkopa;

Augstākās tiesas Krimināllietu departamenta 2015. gada 28. aprīļa lēmums krimināllietā Nr. 11815003710, SKK-0148-15.

**IMPORTANT!**

* **Articles that do not comply with the above-mentioned requirements will not be considered.**
* **Before publication, scientific articles will be subject to anonymous peer review.**