**Riga Stradiņš University Editorial Board of Scientific Publications**

**Announces Call for Manuscripts for the**

 **Collection of Scientific Papers 2017**

**Submission Deadline: 11 June 2017**

## Requirements

Manuscripts **have to be submitted to RSU Research Department** (Riga, Street Dzirciema 16, K-219) in printed form (1 copy) and electronically (*CD*, *DVD* or per e-mail to: Ruta.Freiberga@rsu.lv; ph. 67409258)

To submit a manuscript, please **draft a cover letter** (see the Annex).

**The costs of the publication** will be notified to the authors – submitters of manuscripts for the particular collection of scientific papers, as it depends on RSU financial possibilities of the respective financial year. The person submitting the manuscript is responsible for compliance with the financial requirements.

**The person submitting the manuscript and undersigning the application form** assures that the manuscript is not plagiarized, has not been submitted elsewhere for publication and assumes liability for any consequences arising out of the applicable copyright or neighbouring rights’ laws and resulting from the submitted manuscript.

The person listed as **the first author of the manuscript** shall be primarily responsible for the application of the methods described in the manuscript, production or processing of materials, receipt of ethical and regulatory permits and compliance therewith.

**Documents to be attached to the manuscript:**

1. **Complete information on the author of the manuscript** (mandatory requirements: full name, surname, and place of work, organization represented by the author, phone number and e-mail address for communication purposes with the author).
2. **Information about the research project or programme** under which the particular research work has been conducted (at the end of the manuscript – after “Conclusions”).
3. In case the manuscript contains consolidated statements on medical institutions, establishments, clinics, managerial bodies, information of dual application, possible state secrets, **an approval (the original) at the respective administrative level** must be submitted.
4. For manuscripts dealing with research that is related to the principles of biomedical ethics, the submitter of the manuscript should be able to present (upon request) the **approval of the** **Ethics Committee**. The first (lead) author shall face legal responsibility for any existing or possible issues that might incur in relation to the research.

The **manuscript** must be prepared in **Latvian or English** (mandatory requirement: the manuscript must be signed by all authors).

The manuscript must have a logical conclusion and must contain the entire research lifecycle.

**We do not accept:** summary reports, case study analysis, clinical trial summary reports and thesis summaries. The submitted manuscript must be authentic, contain previously unpublished results, not published in some other publication before and not under the consideration by another journal.

The titles of figures and tables should be clear and comprehensive (both in Latvian and in English) without detailed analysis of the text.

**Layout requirements**

**Name of the abstract** – centered

(14 pt., small letters (do not use *All Caps*), in bold)

***Name, surname, Name, surname*1, *Name, surname*****2**

(Name, surname – *Italic Bold)*
Indexes – **bold**

*Organization, state\* represented by the first (lead) author - Italic*

E-mail address: regular

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

janis.berzins@rsu.lv

*Organization, state\* represented by the co-author*1(*Italic*, indexes – regular)

2 *Organization, state\* represented by the co-author*2*\**

*\**State, if not included in the name of the organization

**Chapter titles** – left alignment (12 pt., small letters (do not use *All Caps*) **bold**).

**Text**: *Microsoft Office Word* with \*.docx file extension, A4, single-column format, *Times New Roman,*12 pt., regular, line spacing 1.0, *Justified*.

**Do not use** tabulator or spaces for paragraph indent.

Any materials submitted in electronic form must match the printout (in case of any inconsistency, a printed copy undersigned by the authors shall be regarded to be the original).

All pages, formulae, tables and figures must be numbered.

**Manuscript Structure**

**Abstract** – max. 2000 signs with spaces

*Keywords:* aaaaa, bbbbbbb, ccccccc.

**Introduction**

**Aim**

**Materials and methods**

**Results**

**Discussion**

**Conclusions**

***Acknowledgements****. Information about the research project or programme involving the particular research, (Italic*)

**References**

**Illustrations** – figures (incl. drawings, photos, diagrams, charts that are numbered consecutively in the order of appearance) must be high-quality and grayscale (black and white).

1.In exceptional cases, when the figures must appear in colour, the application should contain a respective reference to this effect.

2.Scanned images, photos and drawing must be displayed in graphical form in the desired size: *JPEG, TIFF or EPS* files with the resolution of at least 200 pt. and each should be submitted in a separate file together with the manuscript in *Word* file format (submitted via e-mail or in the form of a CD).

3. All illustrations should be inserted in the *Word* document as pictures.

4. Diagrams and charts must be submitted in editable format, e.g. inserted in the *Word* file by using *Insert Chart* or *Excel* data.

5. If due to any circumstances the afore-mentioned is not possible, the output data for the creation of a chart are submitted together with other files of the manuscript in a separate file containing a respective reference in the file name, e.g. *For­­­\_diagram\_No\_1.*

6. Do not use spatial objects for creating charts.

7*.* Both chart axes (x and y) must be accordingly marked, contain a description and unit (e.g. time, months; temperature °C).

8*.* All figures and illustrations should be cited in the text, e.g. (see Fig. 3).

**All tables** must be in text file format (not as graphical images)

1. The headers of the tables must contain units of measurement (e.g. n, %, µg).
2. All table cells must be filled in.

3*.* Use consistent number of digits after the decimal point - multi-digit numbers should be separated into groups of three digits (also in the textual part), e.g. 1 000 000.

4*.* Remember that in the Latvian language a comma is used as a decimal separator (e.g. 10,5 %), in English texts a dot is used instead - (e.g. 10.5 %).

5*.* In case one and the same number or text repeats in several consecutive columns, the text should be inserted repeatedly, without using the repetition symbol.

6. The text of the manuscript should contain a reference to all tables, e.g.: (see Table 3).

**Footnotes** should be numbered consecutively and inserted by using the option: *References* – *Insert Footnote*[[1]](#footnote-1).

**IMPORTANT!**

* Prior to publication all scientific articles are peer-reviewed.
* **The citing and referencing formatting guidelines are applicable to all RSU scientific publications. Any references in the text of the publication and the reference list (bibliography) is formatted in accordance with the RSU guidelines:** “Methodological instructions for citing and bibliography formatting” (see Library webpage)
* **If the submitted manuscript does not satisfy all afore-mentioned requirements, RSU Publishing and Printing Department retains the right to reject the manuscript.**

**RIGA STRADIŅŠ UNIVERSITY**

**EDITORIAL BOARD OF SCIENTIFIC PUBLICATIONS**

*Cover Letter*

Please find enclosed the manuscript titled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Manuscript’s title)

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(All authors: name, surname)

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#  to be considered for publication in RSU collection of scientific papers 2017, in the Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Quantity of illustrations: \_\_\_\_\_\_\_\_ incl. coloured illustrations.

# Quantity of electronically submitted images: *JPEG*, *TIFF* or *EPS* format: \_\_\_\_\_\_\_\_\_\_\_\_

# Herewith I confirm that \_\_\_\_\_\_ electronically submitted charts are in editable form and contain necessary data.

Herewith I confirm that \_\_\_\_\_\_ submitted tables are **in editable form and contain necessary data.**

# The research has been elaborated within the framework of the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Corresponding author: (incl. with RSU Editorial Board’s editor):

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(Name, surname)

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(E-mail, phone for communication purposes)

Herewith I consent to the published scientific article being made accessible online in academic and scientific databases.

Date:

Signatures of the lead author and the co-authors:

1. Footnote [↑](#footnote-ref-1)