Appendix № 2

**Requirements for submission of articles for e-magazine *Socrates* of Faculty of Law of Rīga Stradiņš University**

Materials of the article **shall be submitted electronically by e-mail to** *Andrejs.Vilks@rsu.lv or* *Sandra.Kaija@rsu.lv*

In accordance with the effective legislative provisions, **the submitter of the article is responsible** for ensuring that the submitted article is not plagiarism, it has not been published or submitted for publication in any other sources, as well as for any potential consequences for violation of copyrights and neighbouring rights arising out of the submitted article.

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

Articles submitted in Latvian shall also contain **an English translation of the title of the article, the abstract, as well as captions of images and titles of tables.** *Note:* Titles of images and tables shall be exhaustive, i.e. understandable (both in Latvian and English) without in-depth reading of the text.

The content of the article shall be original, contain previously unpublished results, and it shall not be previously published or submitted for publication in any other sources.

Recommended length of the article: 8 to 12 pages.

**Layout and formatting**

**Text:** prepared in *Microsoft Office Word* software, file extension \*.docx, A4 paper size, in 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 interval (spacing) between any two sections of the article shall be 1 line.

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

**Title of the article** – centred alignment

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

***First name Surname, First name Surname* 1, *First name Surname*****2**

(First name Surname – Bold Italic;
indices – Bold Regular)

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

E-mail (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 font style)

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

*\**Country, unless included in the name of the institution.

**Section headings** – aligned to the left

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

1. For articles in Latvian:

**Abstract** in Latvian – max. 2000 characters (with spaces)

*Keywords:* aaaa, bbbbbb, cccccc.

**Introduction**

**Aim**

**Materials and methods**

**Results**

**Discussion**

**Conclusions**

***Acknowledgements*** *(optional) – information on the research project or a programme which included the research, etc. –* (Italic Regular).

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

**Abstract** – in English, max. 2000 characters (with spaces)

*Keywords:* aaaaa, bbbbbbb, ccccccc.

**Bibliography**

1. for articles in English:

**Abstract** – max. 2000 characters (with spaces)

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**References**

**Illustrative materials** – images (images include drawings, photos, diagrams and charts and shall follow a unified numbering) – have to be of adequate quality: *JPEG, TIFF* or *EPS* files with at least 200 point resolution; in a *Word* document, illustrative materials shall be inserted as pictures, whereas graphical images shall be attached separately (in e-mail); diagrams and charts shall be available for editing, for instance, inserted in a *Word* document with the option *Insert Chart* or by inserting *Excel* data; text shall contain references to illustrative materials – each particular image, for example: (see Fig. 3).

**Tables** shall be inserted as a text (not as a graphical image). The text shall contain references to each table, for example: (see Table 3).

**Bibliographical references in the text** can be formatted in either of these two ways (but consistently throughout the article):

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

or

2) in square brackets by indicating the consecutive number of the source, as specified in the bibliography, and the quoted page, for example [1, *7*], where 1 (Regular) represents the consecutive number of the source, and 7 (Italic) represents the page in the source material.

**Bibliography** at the end of the article shall be listed in **alphabetical order**; if the article is in Latvian, at first enlist all Latvian sources and then – English sources, following a unified numbering.

**Bibliography shall be formatted** according to the samples shown below, with regard to the punctuation marks between separate elements of the bibliographical description (full stop, comma, colon, semi-colon, slashes, and dashes).

1*.* If a source has four (4) authors, specify all four of them; if the source has more than four authors, specify the first three and then add “u. c.” (for sources in Latvian), or “*et al.*” (for sources in English, with comma before *et al*.).

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

3*.* Pages “from–to” shall be specified in full, e. g., 1243–1256; use en-dash (without spaces), not a hyphen.

*See below for samples of the bibliographical description.*

**Footnotes** in the article shall be numbered in a consecutive order and inserted by using the option *Insert Footnote*.

*Samples of bibliographical description*

**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 using a part of a book or one article from a collection)

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 anesthesiology / 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**

Sources derived from internet pages shall also be included in the bibliography. Required information: author, title of the material, complete and correct URL of the internet source, and the date of access (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 (accessed on 25.12.2015).

**Description of legislative acts**

Administrative Procedure Law. Law of 25.10.2001 // [Latvijas Vēstnesis](https://www.vestnesis.lv/ta/id/55567-administrativa-procesa-likums), 164 (2551), 14.11.2001 (basic version) In effect as of 01.02.2004. Consolidated version available at <http://likumi.lv/doc.php?id=55567> (accessed on 15.06.2015).

Amendments to the Criminal Procedure Law. Law of 08.07.2015 // Latvijas Vēstnesis, 140 (5458), 21.07.2015/ In effect as of 01.11.2015.

Council Framework Decision 2008/947/JHA of 27 November 2008 on the application of the principle of mutual recognition to judgements and probation decisions with a view to the supervision of probation measures and alternative sanctions// Official Journal of the European Union (OJ), L 337, 16 December 2008.

**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, 69 (5129), 07.04.2014.

European Court of Human Rights Judgement of 13 January 2015 in the case *Elberte v. Latvia*, Application No. 61243/08, paragraph 4

European Court of Human Rights Grand Chamber Judgement of 26 November 2013 in the case *X v. Latvia*, Application No. 27853/09, paragraph 7;

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 subjected to anonymous peer review.**