INSTRUCTIONS TO AUTHORS

Submission of manuscripts. The persons who submit manuscript (to be written in English) assume responsibility for the intellectual property and scientific standards of the manuscripts they submit. However, the Editorial Board reserves the right to subject manuscripts to further review and when necessary to reject those that do not meet the general criteria for publication or are regarded as inappropriate in some another way. After validation of Editorial Board, manuscripts will be peer review by independent, anonymous expert referees. All peer review is double blind. The Editorial Board also reserves the right to edit all manuscripts linguistically and stylistically. Authors submitting a paper do so on the understanding that the work has not been published before, is not considered for publication elsewhere and has been read and approved by all authors. The article will be published only after the *License to Publish* has been signed and received by the scientific journal of the Latvia University of Life Sciences and Technologies "Rural Sustainability Research".

Scientific journal "Rural Sustainability Research" (Online ISSN – 2256-0939) is open access; it does not have article processing charges (APCs) nor article submission charges.

Types of articles:
Articles - original research results. The text of an article should normally be divided into: Abstract, Keywords, Introduction, Material and Methods, Results, Discussion, Acknowledgements, and References.
Short communications - original research of smaller extent than an article, for example, important observations that can be clearly described in an abbreviated format. It follows the style of an article.
Reviews – summarize existing scientific findings in fields related with scope of journal. Reviews should reveal problems and indicate directions for future work. It should be divided into: Abstract, Keywords, and headings necessary for the contents of the text, Acknowledgements (if needed) and References.

The manuscript should be written out with standard-size (10 points) letters, the font *Times New Roman*, all margins at 25 mm, use single line spacing and justify the text. Reviews should not exceed 20 pages, original papers – 15 pages, and short communications – 6 pages. The pages should be numbered throughout, including tables and figures.

Title should reveal precisely the subject matter in the shortest possible form (15 words max).

Author, or authors, should type their full names, followed by the names of the department and institution where the investigation was conducted, including their complete postal address. Co-authors from other departments or institutions should be named in the sequence of authorship. The name of the corresponding (main) author is underlined. The telephone number and e–mail of the corresponding author should be provided.

Abstract, in one paragraph of 230–250 words, should be concise and adequately present the aim of work as well as summarize the essential findings and conclusions described in the paper.

Key words, not more than six, should be presented in a separate line in the sequence of importance.

Introduction outlines the purpose, scope and novelty of the investigation and its relation to other researches in the same field and should be ended by an exact formulation of the objectives of the current publication.

Materials and Methods should be described in detail, so that one might follow all procedures. Standard laboratory procedures should be mentioned only giving a brief notation, but reference citation is necessary.

Results should be presented in textual, tabular, or figure form. Data analysis, plausibility and certainty criteria should be added.

Discussion should provide interpretation of the results and an expanded analysis as well as comparison of the obtained data with similar ones published in the recent high-level scientific publications indexed in relevant databases.

The the paper should be ended by **Conclusions** summarizing the results obtained in the research and discussed in the publication.

Acknowledgements (if needed) – optional, with no specific regulations.

References should be listed first alphabetically and then chronologically at the end of the manuscript, and each reference should be described according to **Sample Instructions for Authors on References** given below.

Tables

Use them deliberately. 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. Arrange them according to following system:
- Use the 'Table/Insert table' and <u>not</u> 'Table/Draw table' option;
- Use the horizontal and vertical lines from 'Format/Border' option;
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- Send the full size originals; photocopies of artworks are unsuitable;
- Preferably give figure legend after the title; do not use borders for legend area;
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- Graphs, drawings etc. should be considered as figures; figures must be numbered, number and title have to be written under the figure and centred;
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Scanned materials and **photographs** should be added as JPG image compression files; for all images, resolution (dpi) should be as follows: greyscale and colour – min. 150, max. 300; bitmap – min. 600, max. 900.

Units of measurement and abbreviations. Use of the International System of Units (SI) is required. In numbers, use the 'full stop' decimal separator (for instance: 5.75) instead of 'comma'. Use 'comma' for thousands etc., e.g. 1,230.4 (one thousand two hundred thirty and four tenth) instead of 1230,4. In the text and tables, use the minus exponential (e.g. g m^{-2}) instead of a slash, and use SI abbreviations. The conventional designation of the authority of a binomial scientific name of an organism should be added the first time the name is introduced in the main text.

In-text citations. References when cited in the text should be written in parentheses. Do not use reference style '[1, 4]'.

If **work has two authors**, name them both using the ampersand between the authors' last names: (Kalnins & Berzina, 2017); when citing a work by **three authors**: (Alksne, Daukste, & Baldere, 2017). If **a work has four or more authors**, write only the first author's name followed by *et al*. in parentheses: (Gailitis *et al*., 2017).

When **parenthical citation includes two or more works**, arrange them alphabetically, as they would appear in the References, separated by semi-colons: (LR Veselības Ministrija, 2018; Pauksts, Rungis, & Veveris, 2016; Teteris *et al*., 2017).

If parenthical citation includes **two or more works by the same author**, arrange the dates in ascending order: (Berzins 2001, 2012, 2013).

If there are **authors with the same last names**, use first initials with the last names in parentheses: (E. Jansons, 2011; K. Jansons, 2017).

Submission: Manuscript has to be submitted online to the Editorial Office of Scientific journal „Rural Sustainability Research" of Latvia University of Life Sciences and Technologies: Ausma.Markevica@llu.lv

Sample Instructions for Authors on References (APA style)

This document describes standards for preparing the references in the APA style. The following sections give detailed instructions on citing books, journal articles, newspaper articles, conference papers, theses, Web pages and others. Please provide all the required elements in the references to your paper. Please pay particular attention to spelling, capitalization and punctuation. Accuracy and completeness of references are the responsibilities of the author. Before submitting your article, please ensure you have checked your paper for any relevant references you may have missed.

A complete reference should give the reader enough information to find the relevant article. And most importantly, complete and correct references may allow automatic creation of active links by the MetaPress technology that we use for making the electronic version of our journal. Active reference linking is regarded as the greatest benefit of electronic publishing and it adds a lot of value to your publication.

List the sources in alphabetical order by the author's last names letter by letter. Ignore "A" and "The" when alphabetizing titles or group names as authors.

Personal interviews, lectures, emails, letters, and other person-to-person communication **do not include in the Reference list**.

1. Book
a. Book (one author)
Format: Author. (Year of publication). *Book title*. Place of publication: Publisher.

Example: Banders, R. (2018). *Exactly Solvable Models in Statistical Mechanics*. Rīga: Academic Press.

b. Book (two or more authors)
Format: Author1, Author2, & Author3. (Year of publication). *Book title*. Place of publication: Publisher.

Example: Kleiner, F.S., Mamiya, C.J., & Tansey, R.G. (2017). *Gardner's art through the ages* (11th ed.). London, UK: Harcourt College Publishers.

c. Book chapter or article in an edited book
Format: Author(s) of chapter. (Year of publication). Chapter title. In Editors of the book (Eds.), *Book title* (Chapter page range). Place of publication: Publisher.

Example: Roll, W.P. (2016). ESP and memory. In J.M.O. Wheatley & H.L. Edge (Eds.), *Philosophical dimensions of parapsychology* (pp. 154–184). Oslo, Norwegian Psychiatric Press.

d. Proceedings from a conference
Format: Author(s). (Year of publication). Title. In Conference name, Date (Page range). Place of publication: Publisher.

Example: Field, G. (2018). Rethinking reference rethought. In Revelling in Reference: Reference and Information Services Section Symposium, 12–14 October 2018 (pp. 59–64). Melbourne, Victoria, Australia: Australian Library and Information Association.

e. e-book
Format: Author(s). (Year of publication). *Title*. Publisher. DOI.

Example: Jansons, A. (2017). *Abstract Computing Machines*. DOI: 10.1007/b138965.

f. Thesis
Format: Author. (Year of publication). *Title*. Information, Place of publication.

Example: Bergs, M. (2016). *Dairy farm women: Fifty years of social and structural change*. Unpublished doctoral dissertation, University of Waikato, Hamilton, New Zealand.

g. Report
Format: Author(s). (Year of publication). *Title*. Place of publication: Publisher. (Report number)

Example: Kalnins, A., Matrozis, A., & Valainis, J. (2016). *Health problems*. Jelgava: Latvia University of Life Sciences ND Technologies.

h. Government publication
Format: Institution name. (Year of publication). *Title*. Place of publication: Publisher.

Example: Ministry of Agriculture. (2017). *The national plant protection strategy: Mapping the future*. Canberra: Australian Government Publishing Service.

Notes.
If a work has **more than seven authors**, write the last names and initials of the first six authors, then insert ellipsis and write the last author.
Example: Hausmanis, F., Pastars, F., Feiferis, B., Cers, K., Baurs, M., Miezeris, T., ... Dukats, R. (2017). Gastric helicobacters in domestic animals and nonhuman primates and their significance for human health. *Clinical Microbiology*, 22, 202–223.

When the publication has **no author or editor**, the title of the book or article moves into the author position. Do not use Anonymous as the author, unless Anonymous is specifically listed as the author.
Example: World Reference Base for Soil Resources 2016: A framework for international classification, correlation and communication. (2016). World Soil Resources Reports No. 103. Rome: FAO.

2. Article
a. Journal Article (one author)
Format: Author. (Year of publication). Article title. *Journal Title*. Volume (issue), range of pages. DOI.

Example: Nikora, V. (2006). Hydrodynamics of aquatic ecosystems: spatial–averaging perspective. *Acta Geophysica*, 55(1), 3–10. DOI: 10.2478/s11600–006–0043–6.

b. Journal Article (two or more authors)

Format: Author1, Author2, & Author3. (Year of publication). Article title. *Journal Title.* Volume (issue), range of pages. DOI.

Example: Cudak, M., & Karcz, J. (2006). Momentum transfer in an agitated vessel with off–centred impellers. *Chem. Pap.* 60(5), 375–380. DOI: 10.2478/s11696–006–0068–y.

c. Journal article from an online database

Format: Author(s). (Year of publication). Article title [Electronic version]. *Journal Title.* Volume (issue), range of pages. DOI.

Example: Czajgucki, Z., Zimecki, M., & Andruszkiewicz, R. (2016, December). The immunoregulatory effects of edeine analogues in mice [Abstract]. *Cell. Mol. Biol. Lett.* 12(3), 149–161. DOI: 10.2478/s11658–006–0061–z.

d. Encyclopaedia article

Format: Author. (Year of publication). Article title. In Encyclopaedia title (volume number, pages). Place of publication: Encyclopaedia name.

Example: Bergmanis, P. (2003). Relativity. In The New Encyclopedia Britannica (Vol. 26, pp. 501–508). Chicago: Encyclopedia Britannica.

3. Other formats

For citing other electronic sources (web publications) not included in these Instructions, read more on the Internet about APA Style, 6th edition.

a. Web page

Format: Author/Sponsor. (last update or copyright date). *Title*. Retrieved date of access, from URL.

Example: Volkovs, J. (2016, August). *APA–style citations of electronic resources*. Retrieved November 21, 2017, from http://www.cas.usf.edu/english/walker/apa.html.

b. Patent

Format: Author. (Year). Patent number. The location. Issue body.

Example: Saulite, I. (2016). U.K. Patent No. 123,445. London, D.C.: U.K. Patent and Trademark Office.

c. Standard

Format: Issue body. (Year). Standard name. Standard number. The location.

Example: Standards Association of Latvia. (2017). Latvian standard: Pressure equipment manufacture. AS4458–1997. Rīga.

d. Computer software

Format: Author(s). (Year). Title [computer software]. The location: Company.

Example: Ludvigs, T. (2012). PsychInquiry [computer software]. Berlin: Schäfer.

e. If article is published in other than the English language

Format: Author. (Year of publication). Article title (translate the title in English). *Journal Title*. Volume (issue), range of pages. (indicate the original publication language)

Example: Ezers, A. (2015). Mehanizētās krājas kopšanas cirtes ietekme uz egļu audzes attīstību (Impact on the development of spruce stands after mechanized thinning). *Rural Sustainability Research.* Nr.38(333), 94–99. lpp. (in Latvian)

Version December, 2018