

Title of the Article

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Abstract: 1000 - 2000 characters (no spaces) written in a single paragraph. An abstract is a shortened version of the paper and should contain all information necessary for the reader to determine: (1) topicality of the research; (2) what the aim of the study was; (3) methodology - how the study was done; (4) what results were obtained and the most important conclusion; (5) the significance of the results. Bullets and numbering cannot be used in abstract. The abstract does not contain references.

Keywords: word, word, word, word, word (no more than five words; no more one line). It is necessary to specify the educational field in keywords, for example - adult education, university education, design, sustainability).

Introduction

This template should be used in preparation of articles for international scientific conference "*Rural Environment. Education. Personality. (REEP) 2019*". The template uses the correct page formatting and contains all the necessary styles. The styles are summarized in Table 2 at the end of the template.

The article must have 6 - 8 pages, included figures, tables and bibliography. The article should be prepared in English (United Kingdom) by Microsoft Word and checked by compatible text editor. The word-processed manuscripts of the articles using 11 points Times New Roman letters, single spaced and written on A4 format, text must be arranged in one column, keeping margins of 25 mm from all sides. Paragraphs should not be indented. Space before paragraph should be 6 pt. **Please do not use other fonts or formatting.** Do not number pages. Do not use "et al." and "etc." in the text (with the exception in the reference). The article should be written in an impersonal style (in passive). All authors must take care of the language revision by they own. **Use spellchecker.** The language must be clear and accurate. Do not use footnotes. The article should be sent as a word document in the attachment by e-mail to the address reep@llu.lv

The title: Times New Roman letters using 12 points, no longer than 15 words. Capital letters should be used for the title words.

Authors: first names and surnames of the authors, a degree, institution, country, e-mail.

References in the text should be to each mentioned author, each table, each figure and each bibliography. There should be references to the listed sources of bibliography list in the text: the surname of the author and the year of issue, indicated between brackets, numbers of used pages, please, indicate behind the year, for example, (Bond, 2015, 54). If a citation is used, the page number must be provided, but if a simple source is used, there is no need for the page number. Do not mark initials in the references. More than one reference can be separated using semicolon for enumeration, for example, (Briede, Krastina, 2006; Anderson, Baxter, Cissna, 2004). If the bibliography contains more than three authors, then in-text citations consist of the first author's name followed by "et al.", for example, (Watt et al., 2012). If the bibliography does not contain the author, but has a title with more than three words, then the reference should be written by the first three words and dots, such as (National curriculum for..., 2014). The references should be to the original source. Recitation of resources are not allowed. Please, write initials in the text before a surname and use Nonbreaking Space (Ctrl+Shift+Space) between initial and surname, for example: "M.L. Savickas (2008) described..." All references should be in Roman and preferably in English.

The structure of the text of the article should generally have the following parts: Title of the article, Abstract, Keywords, Introduction, Methodology, Results and Discussions, Conclusions, Bibliography. The article should be structured according to the Template structure.

Introduction should consist of information about background of the problem, topicality, references to relevant previous works, the aim of the article. The purpose should be defined in the end of introduction: “The aim of the study is...”

Methodology

The methodology should be sufficiently informative to allow replication of the study. Methodology should consist of the details of the organization of the pedagogical experiment or other methods (general planning of the study) of the educational investigation, and a researcher’s role must be presented. Research questions or hypothesis or tasks of the investigation, where and when the study was carried out, the number and profile of respondents and used methods must be described. This methodology part also applies to theoretical research. Only theoretical conspectus will not be accepted. Theoretical research must contain the novelty developed by the author of the article (something new developed).

Results and Discussion

Supporting evidence should be presented together with the stated results of the pedagogic experiments, including tables, figures and photographs and relevant statistical data. The **discussion** must be short and be limited to the key aspects of the work. It is important to compare conceptions on the similar investigations in the world and suggest future directions for research. An author should take in account that electronic version will be produced coloured and sent to data bases, but printed version of proceedings will be produced in grayscale (not coloured). Please, check out how pictures and photographs will look like in a greyscale version on the paper. There should be one space between the digits and the percentage mark. Use Nonbreaking Space (Ctrl+Shift+Space) between the percent sign and number, for example, 36 %. Do not use decimal parts of percentages unless they are particularly important. Do not start a sentence with a digit (“~~36 % of respondents marked...~~”), in this case it must be expressed in words such as: “Thirty-six percent of respondents marked...” or change the sentence so that it does not begin with a number.

Figures should be referenced in text as (Figure 1). The text in figures should be of the same size (11) as the main text or at least the 10th font. The digits must not cross the line in graphs and diagrams.

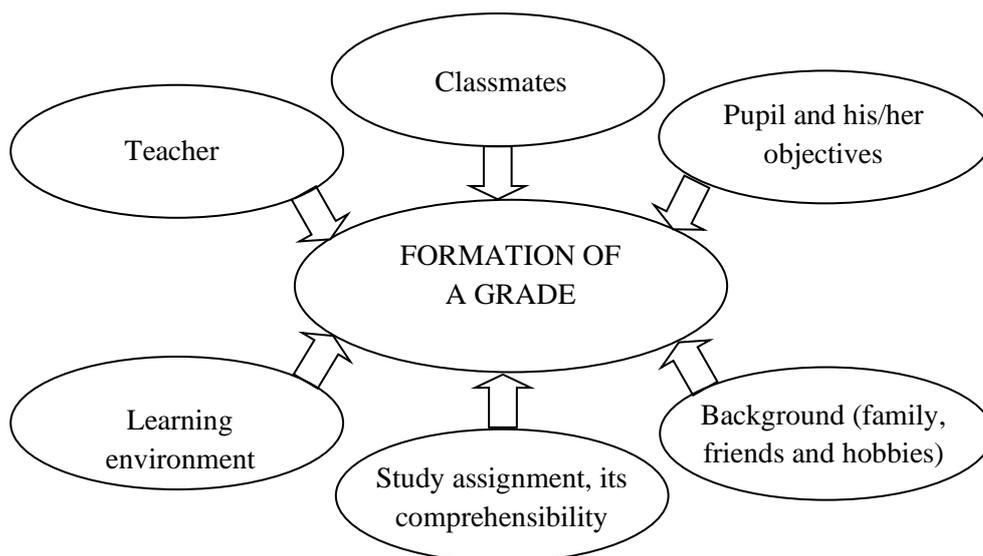


Figure 1. Factors influencing the formation of a grade.

Tables should be referenced in text as (Table 1). The size of letters in tables should be the same as in the text, or at least the 10th font. Header row and other key cells can be pointed out using bold font. Tables should consist - minimum 3 columns and 3 rows. Do not leave empty boxes in tables figures. Try to arrange large tables on a single page. Width of tables and figures should not exceed the margins of the document. If the table is divided between two pages, the second part of the table should have repeated table’ head-row. If the specific table or figure are described in the text use capital letters “T” and “F”, for example, “On the Table 1 and Figure 2 results are described ...” A point is used to separate a decimal fraction, not a comma.

Table 1

Title of the table

Colour	Count	Length, mm
Red	2	3.12
Green	44	99.50
Blue	10	0.036
Braun	3	30.00

Formulas and variable explanation should be formatted using appropriate styles. Authors can prepare formulas in any equations editor and insert them as pictures, but Office Math ML editor is preferable. Formulas (Formula 1) can be numbered throughout the article and referenced in text using these numbers and round brackets (1).

$$a = 2 \frac{b}{c} \quad (1)$$

where a - variable one, units;
b - variable two, units;
c - variable three, units.

Constant numbers are in regular font. Variables in formulas and in text should be written in italic, for example, “variable *a* is proportional to *b* and inversely proportional to *c*”. For currencies use [ISO 4217](#) notation e.g. EUR, USD. Currency signs, for example, \$, should not be used. Use Nonbreaking Space (Ctrl+Shift+Space) between value and units.

If description is used in the text and then follow list, the sentence ending with colon. If the sentence ends with colon, the list starts with a lowercase letter:

- list, text, text, text;
- list, text, text, text.

Conclusions

Conclusions should be based on results and if possible, the solutions to the problem outlined in the introduction and answers to the research questions or tasks should be mentioned. Conclusions can be represented using plain text or separated by a points using appropriate style.

- The conclusions do not contain references; they must be the author's conclusions.
- Do not leave hyperlinks formatting.

Bibliography

How to prepare bibliography list: The list should be cited in **Latin or Roman alphabetical** and ordered by family name and numbered (do not use tables in bibliography list). Bibliography in Latin or Roman alphabetical must be added **in the original language with translation of the title in English** [note that an English translation of the title is included in square brackets (only the title of the article, not the journal)]. See examples: <http://bit.ly/apasblog>. It is recommended to use bibliography in English, but if you are citing a work written in a non-Latin script (e.g., [Chinese](#), [Greek](#), [Japanese](#), [Russian](#)), the reference must be [transliterated](#) into the English alphabet and translated in English for example (Feygenberg, 2014). See "[Apples to תפוחים](#)" for more on this topic. **It is recommended to not exceed 20 % of a bibliography in other language than English.** It is recommended to include at least 20 scientific sources in the bibliography. It is advisable to refer to the most recent sources.

References should be only to the published materials. Examples how to complete bibliography list: book (Bond, 2015); journal article (Briede, Krastina, 2006; Watt et al., 2012); book with editors (Anderson, Baxter, Cissna, 2004); article in book with editors (Savickas, 2008); republished book (Bond, 2015; Lehman, DuFrene, 2011); article in conference proceedings (Katane, Iriste, 2014); source in other language than English (Feygenberg, 2014); online source in other language than English (Izglītības likums, 2019); article (or same part of text) in portals and associations' home pages (European

ANSE Network-conference..., 2018); normative documents (National curriculum for..., 2014; Strategie vzdělávací politiky..., 2018). If the full text of source of bibliography list is available in the Internet, it is desirable to add a web address. All URL addresses in the bibliography have to be activated and ready to click. Do not use “et al.” and “&” in bibliography. Use Nonbreaking Space (Ctrl+Shift+Space) between surname and initial in bibliography. One source should be described in one paragraph. The right style should be set up to every source of bibliography: **Times New Roman 11pt**.

Reference to books: authors, year of the publication, *name of the book (in italic)*, editorial, city: publisher.

Reference to journal articles: authors, year of publication, name of the article, *name of the journal (in italic)*, volume (issue number in brackets), pages of article.

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Table 2

Styles used in this template

Style	Usage	Comments
A_article_title	Use to format title of the article	Times New Roman Bold 12pt , before 12pt, after 0pt.
A_name	Use to format first names and surnames of the authors	Separate author's using semicolon. Times New Roman Bold 11pt , before 6pt, after 0pt.
A_organization	Use to format institution	Times New Roman 11pt, before 0pt, after 0pt.
An_abstract	Use to format abstract and keywords	Titles " Abstract: " and " Keywords: " leave in bold. Times New Roman 11pt, before 9pt, after 0pt.
A_title	Use to format titles	Should (Must) be kept together with the next paragraph. Times New Roman 11pt, before 12pt, after 0pt.
A_text	Use to format the text of the article	Times New Roman 11pt, before 6pt, after 0pt.
A_figure	Use to format figures and titles of the figures	Times New Roman 11pt, before 0pt, after 0pt.
A_table_number	Use to format table number e.g. Table 1	Should (Must) be kept together with table title. Times New Roman 11pt, before 6pt, after 0pt.
A_table_title	Use to format table title	Table title should (must) be kept together with a table text. Times New Roman Bold 11pt , before 0pt, after 3pt.
A_table_header_row	Use to format header row	Should (Must) be kept together with a table text. Times New Roman Bold 11pt , before 3pt, after 3pt.
A_table_text	Use to format table cells	Numeric values advisable be centred. Times New Roman 11pt, before 2pt, after 2pt.
A_formula	Use to format formula	Should (Must) be kept together with a formula variable. Times New Roman 11pt, before 6pt, after 6pt.
A_formula_variables	Use to format explanations of the variables	Add units to each variable explanation. Times New Roman 11pt, before 0pt, after 0pt.
A_reference	Use to format references	Times New Roman 11pt, before 0pt, after 0pt.
A_bullet	Use to format bulleted lists	Try to avoid multi-level bulleting. Times New Roman 11pt, before 0pt, after 0pt.
A_bibliography_title	Use to format title of Bibliography	Times New Roman 11pt, before 12pt, after 6pt.
A_bibliography_enumeration	Use to format list of Bibliography	Times New Roman, 11 points.