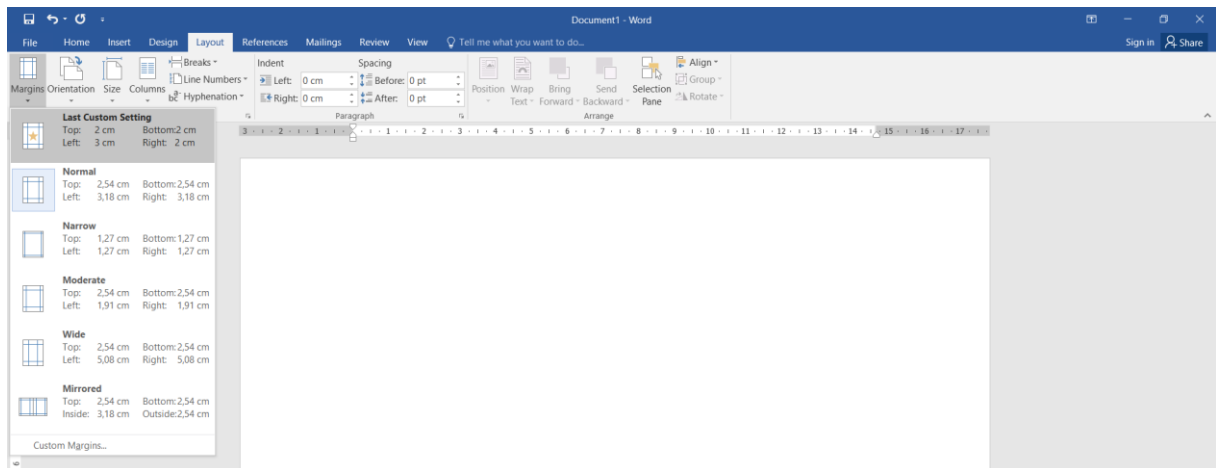


Formatting (Design) Rules for the **Articles of the Scientific Journal of RTU Research
Centre for Engineering History (RCEH)
«History of Engineering Sciences and Institutions of Higher Education»**

- The article must be submitted in MS Word format, not exceeding **5000** words (~10–12 pages), appending summaries in English (at the beginning of the scientific article) and Latvian (at the end of the scientific article) (each summary is **120–150** words) with 3–5 key words (concepts) and a short biography of the author with a maximum of **150** words, obligatorily indicating contacts (address, e-mail, telephone).

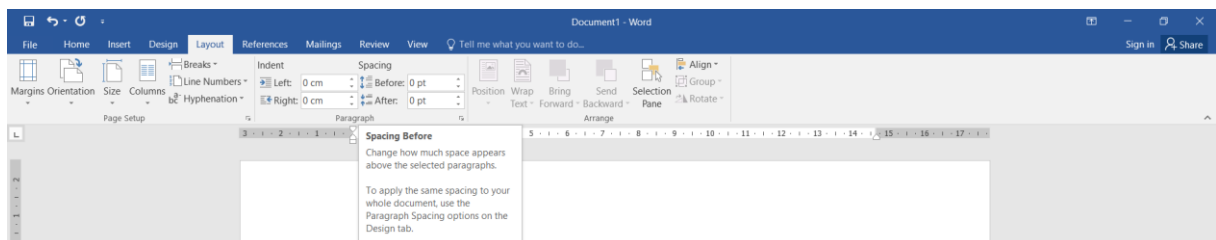
1. Page layout

Top: **2 cm**; bottom: **2 cm**; right: **2 cm**; left: **3 cm**

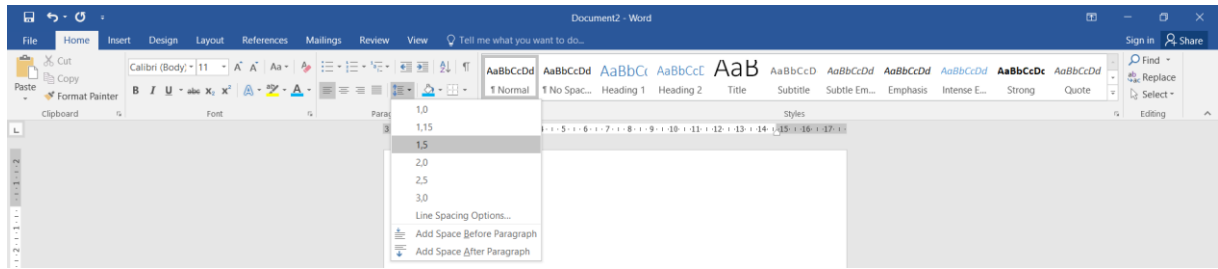


2. Text formatting (design)

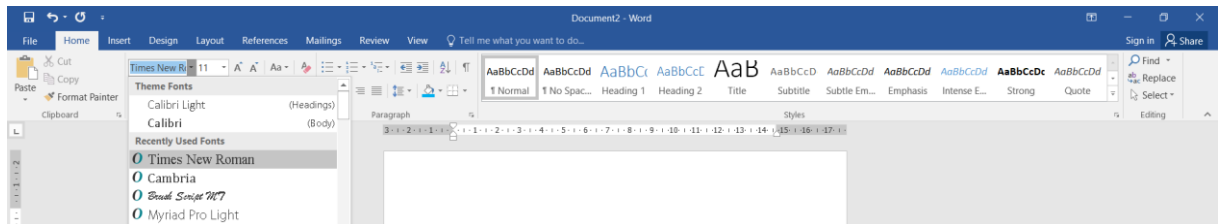
Line spacing (before – 0, after – 0)



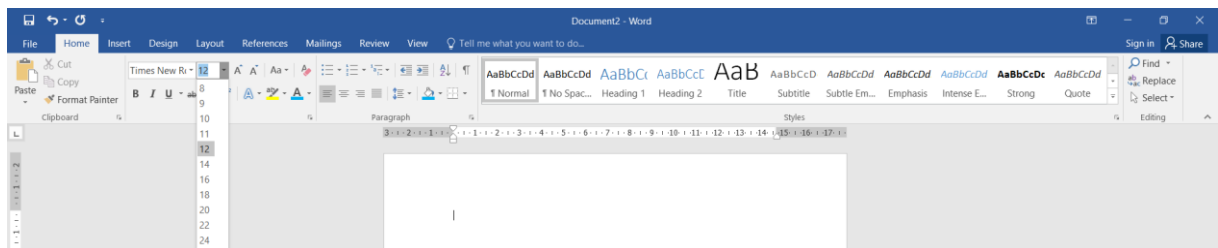
Paragraph: 1.5 points



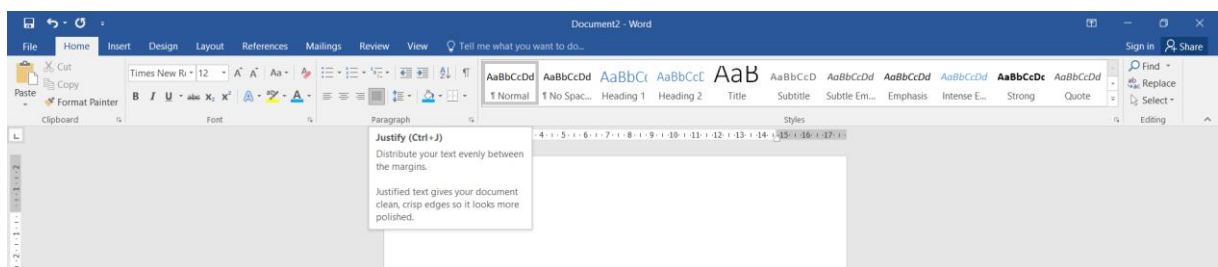
Font: Times New Roman



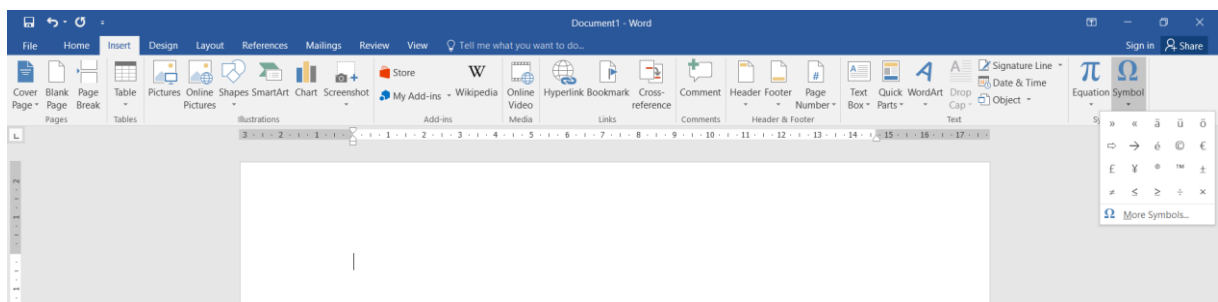
Font size: 12 points



Alignment: **justify** (for whole text; titles, images, tables, etc. c. names do not need to be centred)



Quotation marks used in the text: «»



The **dash** used in the text: long – (not hyphen: -)

Hyphen (if one concept is denoted by several words) not equal to dash: for example, Vaira Viķe-Freiberga, bench-gel coating.

Title (under it – name, surname and representation of the authors):

Riga Latvian Society

ALĪDA ZIGMUNDE, MAIJA POZEMKOVSKA

Riga Technical University, Riga Stradiņš University

Title: **bold, 12 points**

Name, Surname: **Caps Lock, bold, 12 points**

Representation: **12 points, regular**

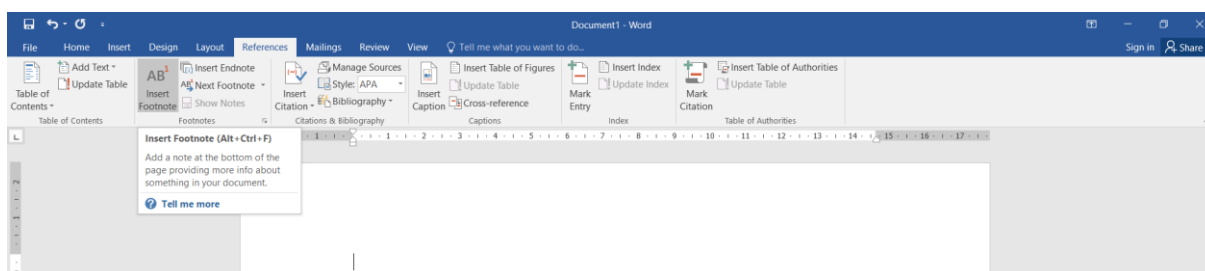
Do not put a dot (full stop) after the headings and subheadings!

Slash use:

- if the concept is denoted by the same word on both sides of the slash, the space before and after the slash need not be used: **director/rector**;
- if the concept is denoted by several words on both sides, the space before and after the slash must be used: **Riga Polytechnicum / Riga Polytechnic Institute**.

Decimal writing (with meaning from–to): **1910–1912**.

Notes and explanations should be footnoted when selecting **References – Footnote**.



3. Image formatting (design)

The image is placed in the text and numbered sequentially.

Iļze Gudro (see Figure 1) is the Director of the RTU Research Centre for Engineering History.

If the image is on another page, it must be specified (see Figure 1, p. x).



Figure 1. Ilze Gudro, Director of RCEH (2016).

The dot (full stop) behind the captions of the pictures is put; including date.

Image references are placed under the section «Sources of Illustrations» and are numbered separately from the text references.

Images used in the text should be sent in a common file named figure_1, figure_2 – as they are used sequentially in the article. Image resolution: 300 dpi or size 5 mb. The picture must be clear, without fog.

4. Table formatting (design)

The table is placed in the text next to a specific reference, numbered consecutively. If the table is on another page, this must be indicated (see Table 1, p. xx).

Table 1

Title

There is no dot (full stop) behind the table captions!

5. Reference formatting (design)

References in the literature and illustrations are numbered in the order in which they are used, starting with the first, in square brackets – [1], if several sources are used, indicate this – [1, 2, 3]. If the pages used must be indicated [1; p. 2].

Also in the «References» and «Sources of Illustrations» sections, the reference number is given in square brackets.

[1]

[2]

[3]

The pages used shall be indicated for the literature source.

Surname, N. *Title*. Place of publishing: Publisher, 2008, pp. 86 (total volume); p. 5 (page used in article).

Examples of reference and source list formatting (design):

Books [1] **Surname, N.** *Title*. Place of publishing: Publisher, 2008, pp. 86; p. 5, p. 26.

Periodicals [2] **Surname, N.** *Title*. *Periodical*, 18 August 1944, No. 33, p. 6.

Articles [3] **Surname, N.** *Title*. *Name of Journal, etc.*. Place of publishing: Publisher, 2016, No. 26, p. 13–19.

Archives [4] Personal data. Latvian State Historical Archive, fund 2724, description 2, case 550, pg. 29.

If archival materials are repeated, abbreviations should be used

LSHA, f. 2724, d. 2, c. 550, pg. 29.

WEB [5] Abbreviations [online].

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_abbreviations.html [cited: 27.06.2018].

Sources of Illustrations Formatted in the same way as bibliographic sources

A dot (full stop) must be put at the end of the reference!

6. Author's biography

Max number of words: 150

Alīda Zigmunde, Dr. paed., has been a Specialist at the Museum of Riga Technical University since 1989. From 2007 to 2015, she was a Senior Researcher. She is currently a Professor at the Institute for Humanities and Head of the Department for Historic Research and Scientific Publications of the RTU Research Centre for Engineering History. Her main academic interests include the history of pedagogy in Europe, the history of the institutions of

education and of private schools, and the history of pedagogy of universities, history of engineering sciences and universities.

Address: 1 *Kronvalda* Boulevard, Riga, LV-1010, Latvia

Phone: +371 298 696 42

E-mail: Alida.Zigmunde@rtu.lv

The file to be sent must be accompanied by a photograph of the author of the article named name_surname (ilze_gudro) – an example below.



References (12 points, bold, justify)

- [1]
- [2]
- [3]

Sources of Illustrations (12 points, bold, justify)

- [1]
- [2]
- [3]

Conclusion (12 points, bold, justify)

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Text.

Summary in Latvian (12 points, bold, justify)

Name, Surname (12 points, italic, justify)

Title (12 points, bold, justify)

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(120–150 words)

Keywords 12 points, bold, justify: (3–5). Text text text text text.



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