

**REQUIREMENTS FOR RESEARCH PAPERS PUBLISHED IN THE SCIENTIFIC  
JOURNAL “BALTIC SURVEYING” AND/ OR PROCEEDINGS OF INTERNATIONAL  
SCIENTIFIC – METHODOICAL CONFERENCE “BALTIC SURVEYING’17”**

Article should conform to the standard language (British English) usage requirements.

The volume of the article is 5-10 pages (pages are numbered); the manuscript should be laid out on a A4 size paper (*MS Word, Times New Roman*) and set in a single column; line spacing – *Single*; margin indents – 20 mm from top and bottom, and 25 mm from left and right side.

As decimal point in the text, tables and figures is used point (.).

References are given in parentheses, with a full alphabetical list at the end; for numeration Arabic numerals are used, e.g. (Jacob, 1998).

For books if there is only one author, his/her surname and year of publication should be used: (Parsova, 2013), if there are up to 3 authors – (Parsova, Kapostins, Gurskiene, 2013), if there are more than 3 authors – (Iordache et.al. 2008).

If a book is authored by an organisation or has no author, the title of the organisation or publication and year of publication should be used: (Ministry of Economics, 2010). If the publication has no author and its title is long, first three words and year of publication in parentheses should be used, e.g. (Company Financial Indicators ..., 2007).

Latin font should be used for references to the publications in Russian, e.g. (Volkov, 2009). For publications in Russian in list of references Latin font is used as well, e.g. Volkov S.N. (2009) Zemleustroistvo. Regionalnoje zemleustroistvo, tom 9. Moskva, Kolos, – 707 s. (in Russian).

**Structure of the paper**

- Title of the Paper
- Author’s name and surname
- Name of university or authority
- Abstract (up to 250 words in English). The abstract should briefly describe the question posed in the paper, aim and tasks of the research, the methods used to answer this question, the results obtained, and the conclusions. It should be possible to determine the major points of a paper by reading the abstract. Although it is located at the beginning of the paper, it is easiest to write the abstract after the paper is completed.
- Key words (not more than 5 items)
- Introduction which includes description of the situation and problems, aim and tasks of the research, materials and research methods applied. Introduction should clearly justify the rationale of the study with appropriate theoretical and empirical backgrounds. This section should include the reference of existing literature, credible information and data, and any theoretical support for describing why the current study is a worthy scientific work. Introduction section should avoid survey or a summary of the results. If a separate literature review section is necessary, it can be placed immediately after introduction.
- Methodology of research and materials. Methodology of research and materials should explain the data source (if any) and the empirical methodologies used in the manuscript. Proper reference should be maintained, if the paper is produced by following any published methods. It should describe what was actually done including description of the techniques used so someone could figure out what experiments were actually done.

- Discussion and results (includes tables, figures and formulas, data source references; text may be subdivided into chapters). This section discusses the original experimental findings, which should present clear and concise. Only results essential to establish the main points of the work should be included. Numerical data should be analyzed using appropriate statistical tests. Discussion should be concise and include brief statements of the principal findings, the validity of the observations, the findings in light of other published work dealing with the same or closely related subjects, and a statement of the possible significance of the work. Do not simply restate the results, explain your conclusions and interpretations – how did your results compare with the expected results, what further predictions can be gleaned from the results, etc.
- Conclusions and proposals. Every single article published must contain some specific policy implication for policy planner of the appropriate regions or country under study. If the paper is of theoretical nature, the idea of such paper is even more valuable. The conclusion should clearly state the major findings of the paper without much repetition.
- References
- Information about author - author's name and surname; scientific or academic degree; position; affiliation, its address; e-mail address.

### Design of the text

Type of the text	Font size, pt	Style and type of the letters	Position on the page
title of the paper	14	<b>Bold BLOCK CAPITAL</b>	centre
name and surname of the author	12	<b>Bold</b>	centre
name of university or authority	12	Regular	centre
elements of the paper's structure, e.g. Introduction	11	<b>Bold</b>	at the left margin
text of the Abstract	10	Regular	justified
key words	10	Regular	at the left margin
title of the chapter	11	<b>Bold</b>	at the left margin
text of the paper	11	Regular	justified; new paragraph starts at the left margin
text in tables, figures and formulas	10	Regular	X
text of the References	10	Regular	at the left margin
author's name and surname (in Information about author)	10	<b>Bold</b>	at the left margin
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### Design of the tables:

- for design of the tables software *MS Word or Excel* is used;
- tables in size over a full page are not recommended;
- each table has a serial number (in Arabic numerals) and title;
- number and title of the table are placed above the table, e.g. Table 1;

- title of the table is placed in a new paragraph after number of the table;
- one line interval between title of the table and table, and between table and text of the paper have to be reserved;
- if provided table or its part has been published in another source, a primary source have to be indicated below the table, e.g. Source: ....;
- references to the tables have to be made in the text.

Type of the text	Font size, pt	Style and type of the letters	Position on the page
number of the table	11	<b>Bold</b>	at the right margin
title of the table	11	Regular	centre
title of the column in the table	11	<b>Bold</b>	centre of the column
text in the column	11	Regular	at the left margin
numerals in the column	11	Regular	centre

### Design of the figures and charts:

- to get high quality figures, in computer they are designed in greater size (minimum 300 pt) in format *tif* or *jpg*; they are accordingly reduced by commitment in the text;
- charts in the text must be inserted as Microsoft Excell chart object, due to possibility to change fonts;
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  - figure and figure's number and title;
  - figure's number and title and subsequent text of the paper;
- if provided figure has been published in another source, a primary source have to be indicated below the figure, e.g. Source: ....;
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Type of the text	Font size, pt	Style and type of the letters	Position on the page
number of the figure	11	<b>Bold</b>	centre
title of the figure	11	Regular	centre

### Design of the formulas:

- for design of the formulas software *MS Equation* is used;
- each formula has a serial number (in Arabic numerals);
- number is placed in parentheses; at the right margin; on the level of lower line of formula, e.g. (1);
- below the formula an interpretation of symbols used in formula have to be written;
- number of formula and interpretation of symbols are written using font size 11 pt; style and type of the letters – Regular;
- one line interval have to be reserved between:

- text of the paper and formula;
- formula and subsequent text of the paper;
- references to the formulas in the text have to be made.

**Guidelines for formatting the bibliography (examples):**

- monograph:  
Larson G. (1991) *Land registration and cadastral systems*. New York. 175p.
- book of two authors:  
Kalbro T., Mattsson H. (1995) *Urban land and property markets in Sweden*. UCL Press, London, 193p.
- book of three and more authors:  
Williamson I., Enemark S., Wallace J., Rajabifard A. (2010) *Land administration for sustainable development*. Esri press, Redlands, California, 487pp.
- chapter of the monographic edition or book:  
Baksanskij O.E. (2008) *Fundamentalnije prikladnije i praktičeskije aspekti kognitivnih nauk. V kn.: Kognitivnij podhod: filozofija, kognitivnaja nauka, kognitivnije disciplini. "KANON+"*. Moskva, c. 58 – 121 (in Russian).
- book or collected articles revised by somebody:  
*Cadastral surveys and records of rights in land*, revised by Peter F.Dale, Food and Agriculture Organization of the United Nations, Rome, 1995. 88p.
- journal (periodical publication) or proceedings article:
  - Soufani, K. (2002). On the Determinants of Factoring as a Financing Choice: Evidence from the UK. *Journal of Economics and Business*, Volume 54, Issue 2, p. 239-252.
  - Mote G., Vanags J. (2009) Efficiency assessment of the land utilization in the regions of Latvia, Riga, *the scientific proceedings of Riga Technical University Geomatics*, part 11, 5<sup>th</sup> volume, p. 83–92.
- electronic edition:  
Parsova V. (2009) *Real property formation: textbook*. Jelgava: LLU. 288 p. CD.
- internet sources:  
Karanassou M., Sala H., Salvador P.F. (2007). Capital Accumulation and Unemployment: New Insights on the Nordic Experience. IZA Discussion Paper, 3066. Viewed 16 September, 2012, (<http://ssrn.com/abstract=1025889>).
- legislative acts:
  - Protection Zone Law: law of Republic of Latvia (1997). *Latvijas Vēstnesis*, No. 56/57, 25<sup>th</sup> of February, p. 1–3.
  - Regulations regarding Cadastral Assessment: Republic of Latvia Cabinet, regulation No. 305, adopted 18 April 2006, *Latvijas Vēstnesis*, No. 72 (3440), 10<sup>th</sup> of May, p. 3–4.

Editorial board reserves the rights to refuse papers submitted after the certain date or not corresponding to requirements mentioned above.

**For formation of the article, to be published in the scientific journal “Baltic Surveying” or Proceedings of international scientific - methodical conference “Baltic Surveying’17” we request to use the Template.**