

REQUIREMENTS FOR MANUSCRIPTS PUBLISHED IN “SCIENTIFIC JOURNAL OF RIGA TECHNICAL UNIVERSITY”

1. GENERAL REQUIREMENTS FOR AUTHORS

- 1.1. The manuscript is submitted in English or in other language according to the requirements set by the editorial team of the respective series/volume.
- 1.2. The recommended length of the manuscript is 6-10 pages, including information about the author(s) and the summary.
- 1.3. The manuscript should be submitted in an electronic format in accordance with the requirements of the editorial team.
- 1.4. The Author completes and signs the Transfer of Copyright Agreement (Annex 1) certifying the transfer of copyright to Riga Technical University. If there is more than one author, the agreement is signed by the lead author on behalf of all co-authors on bases of oral authorization from the co-authors. The signed agreement should be mailed to the editorial team of the respective series/volume.

2. PAGE SETUP

- 2.1. Manuscripts should be prepared using *Microsoft Word* programme (not older than *Microsoft Word 2000*).
- 2.2. Page size: A4.
- 2.3. Page margins:
 - 2.3.1. Height – 29.4 cm;
 - 2.3.2. Width – 21 cm;
 - 2.3.3. Left and right margin – 1.1 cm;
 - 2.3.4. Top and bottom margin – 2.66 cm;
 - 2.3.5. *Gutter* – 0.51 cm
- 2.4. Header should be left blank.
- 2.5. Pages are not numbered.

3. TEXT FORMAT

- 3.1. The text is written in two columns and is formatted following the instructions in Templates 1 and Template 4.
- 3.2. The text in the volumes of series *Computer Science, Power and Electrical Engineering* and *Telecommunications and Electronics* is prepared using template in Annex 1.
- 3.3. The text in volumes of all other series is prepared using template in Annex 2.

4. SECTIONS OF THE MANUSCRIPT

- 4.1. **Title**
- 4.2. **The name and affiliation of the author(s)** is written in English even if the manuscript is in any other language.
- 4.3. **Sequence of Sections**
 - 4.3.1. Abstract (in the beginning of the manuscript) is in the language of the manuscript and its size is 400-500 characters.
 - 4.3.2. Keywords (4-5)
 - 4.3.3. Main text
 - 4.3.4. References

- 4.3.4.1. References in the volumes of series *Computer Science, Power and Electrical Engineering* and *Telecommunications and Electronics* are written according to the IEEE reference style.
- 4.3.4.2. References in the volumes of other series are written according to *LVS ISO 690* style.
- 4.4. **Information about author(s) in English.** Short biographical notes of the author(s) should contain the following information: name, scientific degree(s), the year they have been earned, job experience, membership in professional societies and e-mail address. The author is asked to provide a photo.
- 4.5. **Extended Summary (in the end of the manuscript)**
 - 4.5.1. If the manuscript is in English the extended summary in the end of the manuscript is in Latvian and in Russian. If the manuscript is in Latvian, the extended summary is in English and in Russian. If the manuscript is in Russian the extended summary is in Latvian and English. If the manuscript is in any other language the extended summary is in Latvian, English and Russian.
 - 4.5.2. The size of the extended summary in each language is 1500-2000 characters.
 - 4.5.3. The extended summary spans across 2 columns.
 - 4.5.4. The extended summary begins with the name(s) of author(s) and the title of the manuscript
 - 4.5.5. The text of the summary follows in the next line. There is one blank line between the summaries in different languages.

5. REVIEWING OF MANUSCRIPTS

- 5.1. The editorial team of each series of „The Scientific Procedures of Riga Technical University” asks two experts of the respective field to review each manuscript.
- 5.2. Manuscripts are reviewed according to the *Principles of Reviewing of the Scientific Journal of Riga Technical University (Annex 2)*.
- 5.3. Author(s) of the manuscript may ask the editorial team for an anonymous copy of the review.
- 5.4. If the author is asked by the editorial team to revise the manuscript the manuscript is then reviewed by the editorial team anew.