PAPER TITLE [Times New Roman 16, bold, centred, Upper Case]

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**Abstract.** We ask the authors to follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The page format is A4, the text must be single column, line spacing – Single, left margin – 25mm, right margin – 25 mm, top margin – 25 mm, bottom margin – 25 mm. Font - Times New Roman Italic, letter size 12 pt.

Abstract is being submitted only in English. If the paper is in Latvian or Russian, all the titles and the names of the tables and figures should be translated in English, but the summary in English should be placed before the list of literature at the end of the paper.

**Keywords:** the list of keywords in an alphabetic order, the size of the keyword list should not exceed 2 lines.

# Introduction

The guidelines include complete description of the fonts, spacing, and related information for producing your proceeding's manuscripts. This template provides the authors with the most of the formatting specifications needed for preparing electronic versions of their papers. Introduction should include topicality of the subject, the study aims and methods.

**The text of the paper**

The content: significance of the problem is justified, the object and purpose of the research are defined in the introduction; the basic text provides an overview of previous researches; the research methodology, data analysis methods and results shall be identified clearly; conclusions shall be placed at the end of the paper.

The lay-out: font Times New Roman, font size 14 pt; the titles of the chapters shall be highlighted in Bold and centred. All figures, tables and other objects must be numbered and placed in line with the text, their titles shall be written in both the original language and English.

**If the paper is written in Latvian or Russian, the summary must be written in English.** The summary is placed after the conclusions and before the references.

**Table and figure design**

The figure design: caption text centred – below the figures, font Times New Roman Bold, font size 14 pt.

Example:



The table design: caption above the table, font Times New Roman, Bold, font size 14pt.

Example:

Table 1. The table captions should be placed above the table

| **Table Head** | **Table Column Head** |
| --- | --- |
| ***Table column subhead*** | ***Subhead*** | ***Subhead*** |
| copy | More table copy |  |  |

We ask to pay attention to the quality of figures and tables and to make the text readable.

**In-text Quoting**

The quoting takes place according to the requirements of publishing guidelines (Volume 6) of American Psychological Association (APA Style) (see https://owl.english.purdue.edu/owl/resource/560/01/ ). Follow the author-date method for in-text citation. This means that the author's last name and the publication year of the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

A Work by Two Authors: (Wegener & Petty, 1994)

A Work by Three to Five Authors: use only the first author's last name followed by "et al." in the signal phrase or in parentheses, for example (Kernis et al., 1993).

**References**

Title “References”; font Times New Roman; letter size 12 pt. The references are arranged in the alphabetic order; in the beginning, there are the sources in Latin letters, afterwards - in Cyrillic. The references are made according to the requirements of publishing guidelines (Volume 6) of American Psychological Association (APA Style) (see https://owl.english.purdue.edu/owl/resource/560/01/).

Example:

Gough, D. A., Kiwan, D. & Sutcliffe, K. (2003). *A Systematic Map and Synthesis Review of the Effectiveness of Personal Development Planning for Improving Student Learning*. London: EPPI-Centre, Social Science Research Unit.

Moir, J. (2009). Personal Development Planning in Higher Education: Localised Thinking for a Globalised World. In: Resende, J. M., Vieira, M. M. (Eds.) *The Crisis of Schooling? Learning, Knowledge and Competencies in Modern Societies* (pp. 25–48). Newcastle upon Tyne: Cambridge Scholars Press.

Petty, G. (2004). *Teaching Today*. UK: Nelson Thornes Ltd.

Thorson, J. A. & Powell, F. C. (1993). Development and Validation of a Multidimensional Sense of Humor Scale. *Journal of Clinical Psychology*, 49, 13–23.