

**THE LAYOUT REQUIREMENTS  
FOR THE MANUSCRIPTS OF THE CONFERENCE RESEARCH PAPERS  
“INNOVATIONS IN LANGUAGE TEACHING AND LEARNING  
IN THE MULTICULTURAL CONTEXT”**

The submitted **contributions should be original**, i.e., they should not be previously published or submitted for publication in other editions. Two or more experts, who accept the quality and originality of the submitted contributions, examine each manuscript anonymously. After publication the manuscript is not returned to the author.

**PREPARATION AND SUBMISSION OF THE MANUSCRIPT**

The manuscript for publication is submitted in English, German, French, Russian or Latvian. The layout of manuscripts should meet the requirements and three copies must be submitted both in electronic format and printed form signed by all the authors.

**Structure of the article**

1. Author's name, surname (12 pt, Bold, All Caps), institution that submits the paper, country (12 pt, Normal)
2. Title of the article (14 pt, Bold, All Caps)
3. Abstract in English (up to 800 signs, 12 pt, Italic, including the goal, materials and methods of the work, results, conclusions)
4. Keywords (12pt, Italic)
5. Introduction (12 pt, Normal)
6. Goal of the work (12 pt, Normal)
7. Materials and methods (12 pt, Normal)
8. Results (12 pt, Normal)
9. Conclusions (12 pt, Normal)
10. References (the list of literature) (10 pt, Normal)
11. **Information about the author:** author's academic position, scientific degree, name, surname; institution that submits the paper; address, telephone and fax numbers, e-mail address (10 pt, Normal), should be mentioned at the end of the article.

**Requirements for the organisation of the articles**

**The article should not exceed** 9 pages in English/German/French/Russian, or 10 pages in Latvian (as it will also comprise the summary in English at the end, 800 signs ) including the list of literature. The article should be typewritten in A4 format, set in one column according to the following **parameters:** margins- 2.5 cm, text editor - *Word, Times New Roman*, font number 12, spaces between lines - 1. Each paragraph should start with a 1.5cm indentation. Pages and tables should be numbered. **Tables** should be supplied on separate sheets, black and white with captions in Latvian and English/German. Tables must be cited in the text; Arabic numbering should be used. The size of tables should not exceed A4 format page.

**References** should be indicated in the typescript by giving the author's name, with the year of publication in parentheses. **The references** should be listed in full at the end of the paper in the order of Latin alphabet, followed by literature in Cyrillic alphabet. The list of literature should precisely follow the form depicted in the sample.

## REFERENCES

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