

## REQUIREMENTS TO THE ARTICLES

1. In order to format your manuscript correctly, see the Page Layout Guideline for A4 (21 cm x 29,7 cm) paper size. Page Layout should be as follows: Top – 3 cm, Bottom – 3 cm, Left – 3 cm, Right – 3 cm.
2. Maximum length for the article is **10 pages**.
3. **Using of other Styles with the exception of Normal is not to be allowed!**
4. *Articles* should be Times New Roman typeface, single-spaced.
5. The article should include:
  - title;
  - author's name(s) and information (institution, city, country, the present address, phones, and e-mail addresses);
  - abstract (100-150 words);
  - keywords (max. 6);
  - introduction – clear explanation of the essence of the problem, previous work, purpose of the research and contribution;
  - description of the research;
  - conclusion section (this is mandatory) – should clearly indicate on the advantages, limitations and possible applications;
  - references.
6. The text should be in clear, concise English (or other declared language). Please be consistent in punctuation, abbreviations, spelling (*British English*), headings and the style of referencing.
7. *The title of the article* – 14 point, style Bold and centred.
8. *Author's names* – centred, type size 12 point, Upper and lower case, style Bold Italic.
9. *Author's information* – 10 point, Upper and lower case, style Italic, centred.
10. *Abstract and keywords* – 32 point size, style Normal, alignment Justify.
11. *The first level Headings* – 14 point, style Bold, alignment Left. Use one line space before the first level Heading and one line space after the first level Heading.
12. *The second level Headings* – 13 point, Upper and lower case, style Bold, alignment Left. One line space should be used before the second level Heading and 1/2 line space after the second level Heading.
13. *The third level Headings* – 13 point, Upper and lower case, style Italic, alignment Left. One line space should be used before the second level Heading and 1/2 line space after the third level Heading.
14. *Text* of the article – 13 point, single-spaced, alignment Justify.
15. The set of *formulas* on application of fonts, signs and a way of design should be uniform throughout the text. The set of formulas is carried out with use of editors of formulas MS Equation 3.0 or MathType. The formula with a number – the formula itself should be located on the right of the text, but a number – on the left of the text. Font sizes for equations are the following: 12pt – full, 7pt – subscripts/superscripts, 6pt – sub-subscripts/superscripts, 372pt – symbols, 122pt – subsymbols.
16. All *Figures* – must be centred. Figure number and caption always appear below the Figure, type size 8 point.

Figure 1. This is figure caption

*Diagrams, Figures and Photographs* – must be of high quality, in format \*.TIFF, \*.JPG, \*.BMP with resolution not less than 300 dpi. Also formats \*.CDR, \*.PSD are possible. Combination of Figures in format, for instance, \*.TIFF with elements of the in-built Figure Editor in MS Word is prohibited.

17. *Table Number and Title* – always appear above the Table. Alignment Left. Type size 8 point. Use one line space before the Table Title, one line space after the Table Title and 1/2 line space after the Table.

**Table 1.** This is an example of a Table

Heading	Heading	Heading
Text	Text	Text
Text	Text	Text

18. **References** in the text should be indicated by a number in square brackets, e.g. [1].

References should be numbered in the order cited in the manuscript. The correct format for references is the following:

**Article:** author, title, journal (in italics), volume and issue number, year, inclusive pages

Example: 1. Amrahamsson M., Wandel S. A Model of Tearing in Third – Party Logistics with a Service Parts Distribution Case Study, *Transport Logistics*, Vol. 1, No 3, 1998, pp. 181-194.

**Book:** author, title (in Italics), location of publishers, publishers, year, whole pages

Example: 2. Kayston M. and Fried W. R. *Avionic Navigation Systems*. New York: John Wiley and Sons Inc, 1969. 356 p.

**Conference Proceedings:** author; title of an article; proceedings (in italics); title of a conference, date and place of a conference; publishing house, year, concrete pages

Example: 3. Canales Romero J. A First Step to Consolidate the European Association of Aerospace Students in Latvia (Presented by the Munich Local Group). In: *Research and Technology – Step into the Future: Programme and Abstracts. Research and Academic Conference, Riga, Latvia, April 7–11, 2003, Transport and Telecommunication Institute*. Riga: TTI, 2003, p. 20.

3;. **Acknowledgements**

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22. **Articles poorly produced or incorrectly formatted may not be included in the proceedings.**