RESEARCH FOR RURAL DEVELOPMENT
formatting of manuscript

Length of paper and language
The number of pages (A4) is restricted to 7 including tables, figures and references.

Papers have to be written in English (preferably British spelling). Prior to submission to the Scientific Committee manuscripts have to be checked for correct language. Manuscripts showing serious shortcomings in layout/formatting will not be accepted for publication.

Reviewing
The papers must be peer reviewed before submission. Two critical reviews have to be submitted together with the manuscript. Reviewers must be holders of Dr. degree; reviews given by professionals which are not Dr. degree holders will not be accepted. Similarly, reviews given by doctoral students' own supervisors will not be accepted either. If there are several authors from the same institution submitting papers to the same volume, they will not be accepted as reviewers to each other's papers. If there are substantial comments or corrections, the papers must be corrected by the authors. Answers to the reviewers' commentsalso must be submitted together with the corrected copy of the manuscript.

Structure
Each contribution starts with the title and author(s). An abstract of maximum 200-250 words follows, then the list of key words (max. 6). The main text should follow, divided into sections:
Introduction,
Materials and Methods,
Results and Discussion,
Conclusions,
Acknowledgements (if needed),
References.
The paper can be rejected or given back for corrections if structure of the paper is other as demanded.

Page size and font
- Set page size to A4, all margins at 25 mm;
- Use single line spacing and justify the text;
- Use *Times New Roman*, size 10 pt;
- Do not use page numbering;
- Put only Latin biological names in italics;
- Leave a blank line between sections;
- Turn the hyphenation option off;
- If you are going to use the common name of plant species, please give the respective Latin name in parentheses at first mentioning;
- Use single ('…..') instead of double (" ....") quotation marks;
- For symbols and international characters, use the 'Insert/Symbol' option (for example: temperature °C).

Titles and headings
The title should have a maximum of 15 words. Skip one line and continue with the names of the author(s) in the format: name, surname etc. (omit titles). Skip one line and type the name

of the institution and e-mail address. If there are authors from more than one institution, number them progressively (superscript) and repeat this number next to their address. Then skip one line.

The title should be written in capital letters, bold, size 12 pt, centred. The section headings should be written in lower case letters and not in capitals, size 10 pt, left-align. There will be mainly one level of headings permitted. If you extremely need two levels of heading, the second level heading should be written using Times New Roman, italics, size 10 pt, left-align.Footnotes should be omitted. Put the information in the text in parentheses.

Tables

Use them deliberately. For tables, use font 'Times New Roman', regular, 10 points. Tables must be numbered; numbers have to be right-aligned above to the title (centred) of the table. Arrange them according to following system:
-   Use the 'Table/Insert table' and not 'Table/Draw table' option;
-   Use the horizontal and vertical lines from 'Format/Border' option;
-   Primary column and row headings should start with an initial capital, secondary headings without initial capital. Left-align all headings;
-   Use TAB and not space bar between columns;
-   Notes should be referred to in the table by superscript letters;
-   Please put tables in portrait and not in landscape layout;
-   Put tables into the text in the proper place you wish them to be.

Figures
-   Send the full size originals; photocopies of artworks are unsuitable;
-   Preferably give figure legend after the title; do not use borders for legend area;
-   Do not use borders and shadings in background of the charts (figures);
-   Graphs, drawings etc. should be considered as figures; figures must be numbered, number and title have to be written under the figure and centred;
-   Please put figures in portrait and not in landscape layout.

Photographs

Photographs should be added as JPG image compression files; for all images, resolution (dpi) should be as follows: greyscale and colour – min. 150, max. 300; bitmap – min. 600, max. 900.

Abbreviations, units, numbers and formulas

Only SI units and abbreviations should be used. Abbreviations should be explained when they first appeared in the text. If a non-standard abbreviation is to be used extensively, it should be defined in full. Isotopes should be indicated as ^{14}C, ^{32}P etc.; ions should be mentioned as H^+, Mg^{2+}, etc. For molar concentration italic M should be used. Write measurement units as scientific notations (use kg ha^{-1} and not kg/ha). In numbers, use the 'full stop' decimal separator (for instance: 5.75) instead of 'comma'. Use 'comma' for thousands etc., e.g.1,230.4 (one thousand two hundred thirty and four tenth) instead of 1230,4. Where a number does not refer to the unit of measurement or the number begins a sentence it should be spelled out, except when it exceeds one hundred.

Use 'MS Equation' for writing formulas. Formulas should be numbered (1), (2), (3) etc. and referred to in the text according to their numbers.

Acknowledgements

In-text citation

Use mainly scientific papers, monographs and the like. Avoid using text books and popular articles. For single reference within the text, use the format (author, year); for one or more references use '(author, year; author, year)'; please, use parentheses (round brackets) only.

All sources quoted in the text should be listed in the list of references at the end of the paper. Do not use reference style '[1, 4]'.

For the list of references use 'Times New Roman' size 10 pt.

References are listed first alphabetically and then chronologically.

If **work has two authors**, name them both using the ampersand between the authors' last names: (Kalnins & Berzina, 2017); when citing a work by **three authors**: (Alksne, Daukste, & Baldere, 2017). If **a work has four or more authors**, write only the first author's name followed by *et al.* in parentheses: (Gailitis *et al.*, 2017).

When **parenthical citation includes two or more works**, arrange them alphabetically, as they would appear in the References, separated by semi-colons: (LR Veselības Ministrija, 2018; Pauksts, Rungis, & Veveris, 2016; Teteris *et al.*, 2017).

If parenthical citation includes **two or more works by the same author**, arrange the dates in ascending order: (Berzins 2001, 2012, 2013).

If there are **authors with the same last names**, use first initials with the last names in parentheses: (E. Jansons, 2011; K. Jansons, 2017).

References

This document describes standards for preparing the references in the APA style. The following sections give detailed instructions on citing books, journal articles, newspaper articles, conference papers, theses, Web pages and others. Please provide all the required elements in the references to your paper. Please pay particular attention to spelling, capitalization and punctuation. Accuracy and completeness of references are the responsibilities of the author. Before submitting your article, please ensure you have checked your paper for any relevant references you may have missed.

The each reference should be described according to **Sample Instructions for Authors on References**.