

Guidelines for *Proceedings of the National Library of Latvia*

Written language. Articles should be submitted in Latvian with an abstract in Latvian and English, or in English with an abstract in English, or in German with an abstract in German and English.

Article submission. The article should be submitted in electronic format by sending it to: zinraksti@lnb.lv.

Article length. The length of the article should be between 20,000 and 40,000 characters (with spaces), including information about the author/authors and an abstract of up to 1500 characters. If more space is required for outlining research, this should be agreed upon with the editorial board. The maximum number of illustrations is five. Along with the article, the author should provide information about the copyright holder of the illustrative material used.

Structure of the article

Name and surname of the author/authors.

Title in Latvian or English, or German – according to the primary language of the article.

Abstract in the language of the main text.

Keywords in Latvian and English/German (according to the language of the article). At least five keywords: basic concepts of research that describe the subject matter and topic.

Introduction describes the problems discussed, provides justification for the need for the research, the relevance of the research, the methodological approach, studies carried out so far relevant to the topic.

Body of the article describes a solution to the problem, step by step. It is preferable to structure this part of the article using subheadings. The body of the article should be presented in a logical, compositionally thought-out manner, it should be precise, clear, argumentative in terms of the terminology and facts mentioned.

References and notes should be provided in the footnotes of the relevant page, dividing this information into paragraphs, if necessary.

Conclusion. Brief conclusions, assessments, recommendations should be presented in the final part of the article.

List of sources and literature. Unpublished materials and publications used in the research should be listed in alphabetical order as follows: unpublished sources; published sources; literature. Description of the sources and literature units should be made in accordance with the same principle as a reference.

Abstract in English. An abstract detailing the essence of the research, methodology, and the most important results of the research. The length of the abstract should be 1500 characters (including spaces). At the beginning of the abstract the following should be indicated: name and surname of the author/authors, title of the article, and keywords.

Information on the frame for writing this article (if necessary) – particulars about the research project within the framework of which the article was written (project name, number, logo of funding institution, etc.).

Data of the author/authors in the primary language of the article: name, surname, scientific degree, institution represented, e-mail address.

The Latin alphabet should be used in the article. To reproduce the text written in a different alphabet, the text should be transliterated (<https://translit.cc/>), for example, in references or in the case of indicating the original written form of personal names.

References, notes and bibliography

The author/authors of the article is/are responsible for the accuracy of references. When quoting or citing a source, the particular page(s) has/have to be referenced.

As for articles from books or periodicals, the page range of the article should be indicated in the list of sources and bibliography.

If the author of the material is not known, a reference mark [Anon.] is used or the “supposed author” is indicated (refer to the sample of referencing a newspaper publication).

In the case of repeated quotation/citing, an abbreviated reference should be made: Surname, Name (YEAR). The title of the book [in italics] or article [upright], p. XX. Repeatedly referencing unpublished material: *Title, addressee and/or purpose of the material* [in italics], p. XX.

If several references to the same material follow each other, indicate “Ibid” and the page/pages of the quotation/citing.

Unpublished materials

Title, addressee and/or purpose of the material [in italics]. Date of preparing the document [day, month, year – 01.12.1901]. Name of the archive/library/museum, record group/collection, description (if any), file or unit number, or inventory number, page/pages [if referring to the entire material as a whole] or reference to the particular page/pages of the quote/citing.

Our Blundering Government. 1935. LaRC 282, box 1, folder 1. William B. Wisdom Collection on Huey P. Long, 1924–75. Louisiana Research Collection, Tulane University, New Orleans, LA.

If there is sufficient descriptive information, the material may be referred to as published material.

Surname, Name (YEAR). *Title of the material, description of content* [in italics]. Storage information: name of the archive/library/museum, record group/collection, description (if any), file or unit number or inventory number, page/pages [if referring to the entire material as a whole] or reference to the particular page/pages of the quote/citing.

Elgar, Edward (1917). *Letter to Sidney Colvin*. *Colvin/Elgar/2*. Sir Sidney Colvin Archive. Fitzwilliam Museum, University of Cambridge, Cambridge, UK.

A book with one author

Surname, Name (YEAR). *Title* [in italics]. Edition, volume, part [using abbreviations: ed., vol., pt.]. Place of publication: publisher, [if necessary: a reference to a particular page/pages of the quotation/citing].

Osterhammel, Jürgen (2014). *The Transformation of the World. A Global History of the Nineteenth Century*. Princeton and Oxford: Princeton University Press.

Payen, Guillaume (2016). *Martin Heidegger. Catholicisme, révolution, nazisme*. Paris: Perrin.

Paškevic, Beata (2006). *In der Stadt der Parolen. Asja Lacis, Walter Benjamin, Bertolt Brecht*. Schriften des Fritz-Hüser-Instituts für deutsche und ausländische Arbeiterliteratur. Bd. 14. Essen: Klartext Verlag.

A book by two or more authors

Surname, Name; Surname, Name (YEAR). *Title* [in italics]. Edition, volume, part [using abbreviations: ed., vol., pt.]. Place of publication: publisher, [if necessary: a reference to a particular page/pages of the quotation/citing].

If the book has several authors, surnames and names of all authors should be indicated.
Hodgson, Jay; MacLeod, Steve (2014). *Representing Sound: Notes on the Ontology of Recorded Musical Communications*. Waterloo: Wilfrid Laurier University Press.

An article in a multi-authored book or collective monograph

Surname, Name (YEAR). Title of the article. From: Surname, Name, etc. [if necessary, specify the status of the person mentioned, i.e., editor, compiler, etc.]. *Book title*. Edition, volume, part [ed., vol., pt.]. Place of publication: Publisher, [page range of the article or reference to particular page/pages of the quotation/citing].

If the book has several authors/compiler, surnames and names of all authors/compiler should be specified.

Kolbe, Laura (2014). Imperial and National Helsinki: Shaping an Eastern or Western Capital City? In: Behrends, Jan C.; Kohlrausch, Martin (Eds.). *Races to Modernity. Metropolitan Aspirations in Eastern Europe 1890–1940*. Budapest–New York: Central European University Press, pp. 267–288.

Paškevica, Beata (2022). Die herrnhutische Lehrerausbildungsstätte im lettischen Valmiera/Wolmar (1738 bis 1743), gefördert durch die Pietistin Magdalena Elisabeth von Hallart. In: Pasewalck, Silke; Eidukevičienė, Rūta; Johanning-Radžienė, Antje; Klöcker, Martin (Hg.). *Baltische Bildungsgeschichte(n)*. Schriften des Bundesinstituts für Kultur und Geschichte der Deutschen im östlichen Europa, Bd. 78. Oldenbourg: De Gruyter, S. 115–132.

Journal article

Surname, Name (YEAR). Article title. *Journal Title* [in italics], number/part/volume, [reference to the page range or specific page/pages of the quotation/citing].

Ross, Nathan (2015). On Truth Content and False Consciousness in Adorno's Aesthetic Theory. *Philosophy Today*, No. 59(2), pp. 269–270.

Daija, Pauls; Paškevica, Beata (2022). Latvian Moravian Manuscripts: Historical Overview and Research Perspectives. *Acta historica Tallinensia*, Vol. 28, Issue 1, pp. 63–84.

Newspaper article

Surname, Name (YEAR). Article title. *Newspaper name* [in italics], date, [reference to the page range or specific page/pages of the quotation/citing].

Lewis, A. E. (1972). 5 Held in Plot to Bug Democrats' Office Here. *Washington Post*, 06.18, p. 3.

If the article has no author, a reference mark [Anon.] should be used.

[Anon.] (1995). Riga this week. *The Baltic Independent*, 17.03., p. 4.

[Times] (2007). Editorial column. *Times*, 29.09., p. 1.

Internet resources

Surname, Name (YEAR). The name of the text. *Website name* [in italics], date of publication. Available: website address/URL [DD.MM.YYYY.].

Suroyo, Gayatri; Kihara, Leika (2022). Indonesia urges G20 collaboration as Ukraine crisis overshadows meeting. *Reuters*, 17.02. Available: <https://www.reuters.com/markets/rates-bonds/g20-finance-leaders-debate-inflation-fallout-tighter-policy-2022-02-16/> [30.07.2022.].

[ILO] (n. d.). The impact of the war on income and employment in Ukraine, [n. d.]. Available: <https://www.ilo.org/budapest/what-we-do/projects/ukraine-crisis/lang-en/index.htm> [26.07.2022.].