Guidelines for the internationally peer-reviewed journal „The Word: Aspects of Research"

Publishing Ethics

1. **Editorial Board**
   1.1. The Editorial Board of the journal consists of internationally recognized experts of the field and transdisciplinary fields.
   1.2. The Editorial Board ensures that the scientists' ethics standards are being followed. The standards for editors, authors, and reviewers of the journal are based on *COPE's Code of Conduct for Journal Editors.*
   1.3. The head of the Editorial Board (editor-in-chief):
      - makes the decisions regarding reviewers;
      - ensures that the information about submitted articles is confidential and is discussed only with the article's official reviewers;
      - decides on the publication or of an article, based on two positive reviews;
      - in case of differing reviews, invites a third reviewer;
      - if necessary, consults the Editorial Board.

2. **Authors**
   2.1. The author submits an entirely original article that has not been published/intended for publication elsewhere. The authorship is limited only to those authors who have made a significant contribution to creating the article.
   2.2. The author is obliged to provide references to all of the sources used in the article. The author is responsible for ensuring that the article does not contain plagiarisms, data alteration, or other violations of research ethics.
   2.3. The author follows the guidelines for publication available at https://vards.liepu.lv, section "Requirements for formatting a draft". The article must be written in good scientific language.
   2.4. The author follows the article submission and revision deadlines set by the Editorial Board.

3. **Reviewer**
   3.1. All submitted articles are reviewed anonymously.
   3.2. The reviewer does not disclose scientific information and ideas expressed in the article and does not use them for personal gain.
   3.3. The reviewer ensures that the evaluation is objective.
   3.4. The reviewer has the right to refuse to review an article if the topic does not match his/her scientific competency. The reviewer must then inform the editor-in-chief.
   3.5. The reviewer collaborates with the editor-in-chief and informs about possible plagiarism or other violations of scientists' ethical principles.

3.6.   The reviewer follows the review deadlines set by the Editorial Board.

Guidelines for publication of articles

1. **The article should include the following elements**
   1.1. Full name of the author (**Bold**), represented institution, and author's e-mail on the left-hand side.
   1.2. Title of the article – centered (**Bold**/BLOCK CAPITALS).
   1.3. Summary at the beginning of the article in the language of the article text (Latvian, Lithuanian, English, German, or Russian) at the beginning of the article (1500–2000 characters, no spaces). The summary should include the aim of the research, methodology, the main results, conclusions, and keywords (5–6).
   1.4. At the end of the article, summary in English if the article is in Latvian, Lithuanian, German or Russian; and summary in Latvian if the article is in Lithuanian, English, German or Russian. The summaries should be identical, including the title of the article and keywords.
   1.5. Length of the article: up to 10 pages (including summaries and bibliography).
   1.6.   The article should be structured (introduction, main part, conclusions). Subtitles are optional.
   1.7.   Bibliography and list of abbreviations (if necessary) at the end of the article.
2. **References and bibliography**
   2.1. References should be written in parentheses after the citation, indicating the author's surname, year of publication, pages used.
   2.2. All references should be explained in the bibliography. The bibliography should be composed in Latin alphabet, arranged in alphabetical order. All other writing systems, e.g. the Cyrillic script, should be transliterated into Roman script via the online tool *Translit* (available at http://translit.cc/). The author may compose separate lists for sources and literature.
   2.3. The references should be written in parentheses after the citation, indicating the author's surname, year of publication, used pages. If the whole publication instead of a single citation is used, then the page numbers should not be indicated. All units in the bibliography should be written in the following format: Surname of the author, Name (year of publication). *Title.* Place of publication: Publisher. DOI (if available).
   2.4. <u>Publication by one author:</u>
   In-text: (Fowler 1970a)
   Bibliography: Fowler, Alastair (1970a: 17). *Silent Poetry: Essays in numerological analysis*. London: Routledge & K. Paul.

In-text: (Fowler 1970b)

Bibliography: Fowler, Alastair (1970b). *Triumphal forms: Structural patterns in Elizabethan poetry*. Cambridge: Cambridge University Press.

2.5. <u>Publication by two authors:</u>

In-text: (Lakoff, Johnson 1980: 100–105)

Bibliography: Lakoff, George, Johnson, Mark (1980). *Metaphors we live by.* Chicago and London: The University of Chicago Press.

2.6. <u>Three or more authors:</u>

In-text: (Tišheizere et al. 2020)

Bibliography: Tišheizere, Edīte; Rodiņa, Ieva; Jonīte, Dita; Mellēna-Bartkeviča, Lauma (2020). *Neatkarības laika teātris. Latvijas teātra parādības un personības gadsimtu mijā un 21. gadsimtā.* Rīga: Latvijas Univesitātes Literatūras, folkloras un mākslas institūts.

2.7. <u>Article in a book, collection of articles, journal:</u>

In-text: (Sloane 2006)

Bibliography: Sloane, Thomas, O. (2006). Donne and the image of Christ. *Rhetorica: A Journal of the History of Rhetoric*, 24 (2), pp. 187–216.

2.8. <u>Printed newspaper, magazine:</u>

In-text: (Beyer 2021)

Bibliography: Beyer, Susanne (2021). Mensch und Mythos Sophie Scholl. *Der Spiegel,* 18, 104–108 S.

2.9. <u>Internet resources:</u>

In text: (Grovier 2021)

Bibliography: Grovier, Kelly (2021). The Lion Hunt of Ashurbanipal: The 2700-year-old 'fake news'. *BBC Culture*. https://www.bbc.com/culture/article/20210325-the-lion-hunt-of-ashurbanipal-the-2700-year-old-fake-news [accessed 08.04.2021.]

2.10. <u>Archive materials:</u>

In-text: (IFCO 1939)

Bibliography: Ivano-Frankivsk State Oblast Archives Records. United States Holocaust Memorial Museum Archives, Washington, DC. File 271/1/572, Reel 26, RG-31.013M.

3. Technical requirements.

3.1. Format – MS Word, A4.

3.2. Page left and right side margins – 2.5 cm.

3.3. Font – *Times New Roman*, 14. Bibliography and summaries – *Times New Roman*, 12.

3.4. Line spacing – 1 (single).

3.5. The main body of the text – justified (except for the title and author's name).

3.6. Paragraphs indented – 1.25.

3.7. Single space between words and after punctuation (except inside brackets and quotation marks).

3.8. Titles of books, articles, performances, exhibitions, etc. and citations should be enclosed within double quotation marks "…". Titles of newspapers and magazines should be in italic.

3.9. Omissions in the citations should be marked with square brackets [..].

3.10. If the emphasis is used in the citation (bold, italic, underline), then the author of the emphasis and his/her initials should be mentioned in square brackets, for example, [emphasis mine – A. A.]. The same requirement applies to the translation made by the author of the article, for example, [translation from Italian mine – A. A.].

3.11. Tables, charts, and pictures should be centered. They should be numbered and black and white. The titles and sources should be mentioned below the table/chart/picture.

3.12. When a person (an author, an expert, etc.) is mentioned for the first time, full name and surname should be used, for example, Jonathan Swift, further in text: Swift.

3.13. If a translated work is mentioned, the original title and the publication year should be written in parenthesis, for example, *The Man Who Laughs* (*L'Homme Qui Rit*, 1869).

4. Reference to a research project

If a reference to a research project is needed, the project funder, title of the project, and project number (excluding the project logo) should be provided. The reference should be placed between the article's text and bibliography.

The deadline for the article submission is April 20.
Inquiries and article submission:
balti@liepu.lv