



Baltic International Academy and Rezekne Academy of Technologies Scientific-Theoretical Journal “Administrative and Criminal Justice” Submission of Manuscripts

Instructions for Authors

1. Papers that are submitted for publication to the scientific-theoretical journal *Administrative and Criminal Justice* **must be problem-oriented and must contain an element of scientific research or scientific creativity**. Papers must address problematic issues in legal issues. They also should represent scientific novelty. Papers must be **original**, namely, they could not be previously published or be under review at any other scientific journal. Papers are blindly peer reviewed. Reviewers are asked to comment on correspondence between the content of the paper and the researched subject as well as scientific quality and novelty of the paper. If a paper is submitted by a student, it must be accompanied by comments of the student's scientific advisor.

2. The Journal accepts papers in the following languages – Latvian, English, German or Russian.

3. The length of a submitted paper must be between 20,000 and 40,000 characters including spaces. It must be written in Times New Roman and must be saved as a *Microsoft Word* document. The page size must be A4. Page margins must be as follows: the left margin must be 2,5cm, right margin 2cm, top and bottom margins 2cm each. All text must be single spaced. Paragraph indent (*Tab*) must be 0.5 cm. Authors must use a single space between words and after punctuation marks, the exception being quotation marks and parentheses which do not require single spacing.

4. A submitted paper must contain:

- **The paper title**, written in Times New Roman 14 points, Caps Lock, **Bold**, Centred, must be translated into the languages in which the abstracts were written.

- Information about the author/s:

- a) The scientific, academic or professional degree must be written in Times New Roman 12 points, *Italic*, aligned to the left margin of the page.
- b) The author's first name and surname must be written in Times New Roman 12 points, *Italic*, **Bold**, aligned to the left margin of the page.
- c) The author's affiliation and academic/professional post, the higher education institution and academic/professional program in which a student is enrolled must be written in Times New Roman 12 points, *Italic*, aligned to the left margin of the page.
- d) The author must include his/her contact information, which should be either a telephone number or e-mail address

- Abstract in English. Abstracts must contain the aim of the paper, research question/s, research novelty and main conclusions. Abstracts must be 1000 characters in length, including spaces. They must be written in Times New Roman 12 points, Regular, Justify below the **Abstract** title (in a relevant language) – 14 points, **Bold**, centred.

- Keywords: 5 to 6 words characterizing ideas and topics of paper.

- The body of the paper. The introduction of a submitted paper must contain information on the following issues: topicality of the researched legal issue, aim, objectives as well as research methods. Sections of the paper should contain clear and logical paper outline, based on arguments. The conclusion section should clearly state the main research results, conclusions and suggestions/proposals. The font size of sections must be 12 points, Regular, Justify.

Section titles, if at all, must be written in font size 12 points, **Bold**, Centered.

If any part of a submitted paper needs an emphasis, it should be delivered by using **Bold** or *Italic*.

All figures, tables and other non-textual objects must be placed into *TextBox*. They must be enumerated and entitled with the font size 12 points, *Italic*, **Bold**. Published tables, figures and diagrams should be designed in such a way that the white and black version can

differentiate between columns, sectors and lines, thus, facilitating readers' comprehension of the presented information.

Any two sections of a submitted paper must be separated by one row space.

- **References** must be enumerated automatically and must be placed at the end of the body of the paper. They must be written in Times New Roman 10 points, Regular, Justify below the *References* title, using 14 points, **Bold**, centred.

- **Second Abstract**: – in different language from used for submitted paper (Latvian, Russian, German). If paper hasn't written in Latvian then **Abstract** should be in English and Latvian.

Abstract must contain the aim of the paper, research question/s, research novelty and main conclusions. Abstracts must be 1000 characters in length, including spaces. They must be written in Times New Roman 12 points, Regular, Justify below the **Abstract** title (in a relevant language) – 14 points, **Bold**, centred.

5. Papers must be submitted electronically, by posting them on website after registration:

<http://journals.rta.lv/index.php/ACJ/information/authors>

<http://journals.rta.lv/index.php/ACJ/about/submissions#onlineSubmissions>

If technical support is needed with regards to posting papers on website please contact:

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