PAPER TITLE [TIMES NEW ROMAN 16, BOLD, CENTRED, UPPER CASE]

Author First Name Surname[1] [Times New Roman, 14-point, bold, the right-hand side]

Scientific degree, Organization, Country[1] [Times New Roman, 14 pt, the right-hand side]

Author First Name Surname[2] [Times New Roman, 14-point, bold, the right-hand side]

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Abstract: We ask that authors follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The page format is A4, the text must be single column, line spacing – Single, left margin – 2,5 cm, right margin – 2,5 cm, top margin – 2,5 cm, bottom margin – 2,5 cm, text - Justified. DO NOT USE SPECIAL CHARACTERS, SYMBOLS, OR MATH IN YOUR TITLE OR ABSTRACT.
1000 - 2000 characters (no spaces) written in a single paragraph. An abstract is a shortened version of the paper and should contain all information necessary for the reader to determine: 1) topicality of the research, 2) what the aim of the study was, 3) methodology - how the study was done, 4) what results were obtained and most important conclusion, 5) the significance of the results. Bullets and numbering cannot be used in abstract. Abstract does not contain references.
Keywords: word, word, word, word, word. List of keywords in an alphabetic order (font Times New Roman Italic, letter size 12 pt), the size of the keywords list should not exceed 2 lines, no more than five words

Introduction

This template should be used in preparation of articles for 5th International scientific conference of Riga Medical College of the University of Latvia **New Approaches to Improving Health Care Education : Today and Tomorrow.** These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. This template provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. Introduction should include topicality of the subject, study aims and methods.

The text of the paper

The article must have 6 - 10 pages, including figures, tables and bibliography. The article should be prepared in English or Latvian by Microsoft Word or compatible text editor. The structure of the text of the article must

generally have the following parts: Title of the article, Abstract, Keywords, Introduction, Methods and Materials, Results and Discussions, Conclusions.

The content: significance of the problem is justified, the object and purpose of the research are defined in the introduction; the basic text provides an overview of previous researches; the research methodology, data analysis methods and results shall be identified clearly; conclusions shall be placed at the end of the paper.

References in the text should be added for every table and figure. There should be references to the listed sources of bibliography: the name of the author and the year of issue, indicated between brackets, for example, (Ackrill, 1997, 145) or (Фукуяма, 1989). More than one reference can be separated using semicolon for enumeration, for example, (Briede, Krastiņa, 2006, 20-22; Katane, 2005, McNulty, Patrikakou, 2005). If the bibliography contains more than two authors, the reference should be written by the first two authors, for example, (McNulty, Patrikakou, 2005). If the bibliography does not contain the author, but has a title with more than two words, then the reference should be written by the first two words and dots, such as (Profesionālās izglītības..., 1999). Do not use "et. al." References should be of the original sources; recitation is not desirable.

The lay-out: font Times New Roman, font size 14 pt; the titles of the chapters shall be highlighted in Bold and centred; all drawings, tables and other non-text objects must be numbered, their titles must be written in both the original language and English language. Insert figures and tables after they are cited in the text. Use the abbreviation "Fig. 1", even at the beginning of a sentence.

Table and figure design

Figure design: caption text centred – below the figures, font Times New Roman Bold, font size 12 pt. Example:
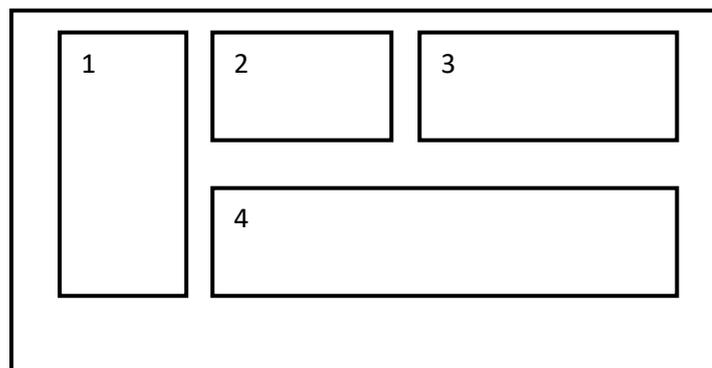
Figure 1. Figure captions should be below the figure

Table design: caption above the table, font Times New Roman, Bold, font size 12 pt. Example:

Table 1. Table captions should be placed above the table

Table Head	Table Column Head		
	Table column subhead	*Subhead*	*Subhead*
copy	More table copy		

Conclusions

Conclusions should be based on results and if possible the solutions to the problem outlined in the introduction should be mentioned. Conclusions can be represented using plain text or separated by points using appropriate style.
- The conclusions do not contain references; they must be the author's conclusions.
- Do not leave hyperlinks formatting.

The References

Title "References" font Times New Roman Bold, letter size 12 pt, centred), <u>numbered</u> bibliography list (font Times New Roman, letter size 12 pt), is executed in accordance with the Publication Manual of the American Psychological Association (6th edition) requirements.

Basic Format for Books: Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.
Example:
Petty, G. (2004). *Teaching Today*. UK: Nelson Thornes Ltd.

Article or Chapter in an Edited Book
Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.
Example:
Moir, J. (2009). Personal Development Planning in Higher Education: Localised Thinking for a Globalised World. In: Resende, J. M., Vieira, M. M. (Eds.) *The Crisis of Schooling? Learning, Knowledge and Competencies in Modern Societies* (pp. 25–48). Newcastle upon Tyne: Cambridge Scholars Press.

Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however,

does not appear before the page numbers in periodical references, except for newspapers.

Work Discussed in a Secondary Source. List the source the work was discussed in: Thorson, J. A., Powell, F. C. (1993). Development and Validation of a Multidimensional Sense of Humor Scale. *Journal of Clinical Psychology*, 49, 13–23.

Article From an Online Periodical. Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.
Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number* (issue number if available). Retrieved from http://www.someaddress.com/full/url/
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References

1. Gough, D. A., Kiwan, D., Sutcliffe, K. (2003). *A Systematic Map and Synthesis Review of the Effectiveness of Personal Development Planning for Improving Student Learning.* London: EPPI-Centre, Social Science Research Unit.
2. Moir, J. (2009). Personal Development Planning in Higher Education: Localised Thinking for a Globalised World. In: Resende, J. M., Vieira, M. M. (Eds.) *The Crisis of Schooling? Learning, Knowledge and Competencies in Modern Societies* (pp. 25–48). Newcastle upon Tyne: Cambridge Scholars Press.
3. Montagnes, I. (2001). *Textbooks & learning materials 1990–1999: a global survey.* Downloaded from http://www.mp.gov.rs/resursi/dokumenti/dok170-eng-UNESCO_textbook_global_survey.pdf
4. Petty, G. (2004). *Teaching Today*. UK: Nelson Thornes Ltd.
5. Thorson, J. A., Powell, F. C. (1993). Development and Validation of a Multidimensional Sense of Humor Scale. *Journal of Clinical Psychology*, 49, 13–23.

Table 2. Styles used in this template

Style	Usage	Comments
A_article_title	Use to format title of the article	**Times New Roman, Bold, 16 pt**
A_name	Use to format first names and surnames of the authors	**Times New Roman, Bold, 14 pt**
An_organization	Use to format organization, country	Do not give address of the organization. Times New Roman, 14 pt
An_abstract	Use to format abstract and keywords	Titles "***Abstract:***" and "***Keywords:***" leave in bold. Times New Roman, 12 pt
A_title	Use to format titles	**Times New Roman, Bold, 14 pt**
A_text	Use to format text of the article	Times New Roman, 14 pt
A_figure_caption_and_number	Use to format figures and titles of the figures	Below the figure. **Times New Roman, Bold, 12 pt.**
A_table_caption_and_number	Use to format table title	Above the table. **Times New Roman, Bold, 12 pt**
A_reference	Use to format references	Times New Roman, 12 pt
A_bullet	Use to format bulleted lists	Try to avoid multi-level bulleting. Times New Roman, 14 pt