

# INSTRUCTION FOR THE PREPARATION OF MANUSCRIPTS USING THE WORD TEMPLATE

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**Abstract.** The abstract should have up to 100–250 words in length (in MS Word highlight the section, Review/Word Count). Give a concise summary of the paper: the aim of the research, research focus, research methods used, the results and the main conclusions and recommendations. Ensure that your abstract reads well and is grammatically correct. Use this document as a template if necessary or follow the instructions in Table 1 to compose your manuscript.

**Keywords:** Choose about 4 to 9 keywords and locate them in alphabetical order. Capitalize the first word of the keywords list. Include the definition of an acronym followed by the acronym in parentheses. Separate keywords with comma (use style Keywords).

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## INTRODUCTION (USE STYLE HEADING 1)

This document provides instructions for preparing manuscripts for publishing in *Baltic Journal of Real Estate Economics and Construction Management*. The document is also a sample of layout for the manuscripts submitted for publication.

The journal does not have article processing charges (APCs) or article submission charges. The open access to the papers is provided through SCIENDO online publishing platform.

The manuscripts are accepted in English. Please use spell check to avoid grammatical and spelling mistakes. The submissions should be made electronically to the managing editor at [bjreecm@rtu.lv](mailto:bjreecm@rtu.lv) or through OJS system <https://bjreecm-journals.rtu.lv/>. The Editorial team of the journal has the right to edit the submitted articles. If due to the request of the Editorial team, the author makes amendments to the manuscript, the Editorial team evaluates it anew.

In the introduction, context of the research should be established, the purpose and/or hypothesis that was investigated should be stated. Also, you it is possible to include the main idea, importance, novelty, etc. (use style Paragraph body).

## 1. GENERAL REGULATIONS (USE STYLE HEADING 1)

The organization of the body of the paper is at the authors' discretion; the only required sections are Introduction, Methods and Procedures, Results, Discussion/Conclusion, and References. Acknowledgement section is encouraged but optional.

The recommended length of the manuscript is 8–24 pages including information about the authors, abstract and images.

Introduction, Conclusion, References and Acknowledgment are not numbered. More requirements for a manuscript are provided in Table 1 and 2.

Proper citation of sources is necessary. The Journal uses the APA (name, date) reference system for citations in the text with a detailed alphabetical list at the end of the paper. Every reference cited in the text should be also present in the reference list and vice versa. For more details, see section *Reference style*.

**Table 1.** Type Sizes, Spaces and Intervals (style Table title)

Name of style	Size (pts.)	Bold	Italic	Line spacing	Indent	Alignment	Spacing Before	Spacing After	Small/ All Caps
<b>Paper title</b> {Manuscript title}	14	+		single		Centred	0	0	All Caps
<b>Authors names</b> {Author names}	12	+		single		Centred	12	0	
<b>Affiliation</b> {Affiliation}	11		+	single		Centred	6	0	
<b>Abstract, keywords</b> {Abstract & Keywords}	11			single	Left and right 0.8 cm	Justified	12	0	
<b>Section titles</b> {Heading 1}	12	+		single	Hanging 0.76 cm	Centred	18	12	All Caps
<b>Subheadings</b> {Heading 2}	12	+		single	Hanging 1.02 cm	Left	18	6	
<b>Main text</b> {Paragraph body}	12			single	First line 0.7 cm	Justified	0	0	
<b>Figure titles</b> {Figure title}	12			single		Centred	12	12	
<b>Text in figures</b> {Text in figures}	10			single			0	0	
<b>Table titles</b> {Table title}	12			single		Centred	12	12	
<b>Text in tables</b> {Text in tables}	10			single		Left	2	2	
<b>Lists</b> {Bulleted list}, {Numbered list}	12			single	Left 0.8 cm and hanging 0.5 cm	Justified	0	0	
<b>Equations</b> {Displayed equations}	12			single		Centred	6	6	

Name of style	Size (pts.)	Bold	Italic	Line spacing	Indent	Alignment	Spacing Before	Spacing After	Small/ All Caps
<b>Acknowledgment</b> { Acknowledgment }	10		+	single	First line 0.7 cm	Justified	0	0	
<b>References</b> { References }	10			single	Hanging 0.51 cm	Justified	0	0	
<b>Author's biographical notes</b> { Biographic note about author }	10			single		Justified	0	0	

### 1.1. Page Layout (use style Heading 2)

If the list of template is deviated while working with it, follow these instructions:

1. Click the Page Layout tab.
2. In Page Setup section choose Size A4 (width 21 cm, height 29.7 cm).
3. Insert Page Setup settings. Click margins, set: Top margin 4 cm, left margin 4 cm, right margin 3 cm, bottom 3 cm.
4. Do not number the pages. Leave the header and footer blank.

### 1.2. Formatting Lists and Footnotes

For bulleted lists use an en-dash (–) rather than strong dot (•). It should be formatted in Times New Roman 12 pt, e.g.:

- First;
- Second;
- Third (use style Bulleted list).

To create numbered lists, use the following style:

1. First;
2. Second (use style Numbered list).

Footnotes are most often used as an alternative to long explanatory notes that can be distracting to readers. It should be formatted in Times New Roman 10 pt (use style Notes)\*.

### 1.3. Formulas and Equations

Formulas, equations and their components presented in the text must be written in Equation Editor (e.g. *Microsoft Equation, Math Type*). Select “Displayed equations” style for them. The size of basic symbols in equations should correspond to the letter size of the main text – 12 pt and formatted in Times New Roman. Place one or two tabs after the equations to put equation’s number flush with the right margin, as in (1). Number the equations consecutively with Arabic numbers.

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\* Footnotes should be formatted in Times New Roman 10 pt (use style Notes).

All the numerals, including index numbers, are presented in Regular type, variables in *Italic*. Detailed explanation on equation formatting can be found [NIST 2008 Edition](#). Punctuate equations with commas or periods when they are a part of a sentence, as in

$$a = \frac{b}{c}, \quad (1)$$

where *a* is explanation, and *b* is explanation, etc. (all symbols must be explained).

If the lists are fewer than three items, the list is generally run in paragraph form, but if the lists are at least three items long, they are arranged as follows:

where

- a* explanation;
- b* explanation;
- c* explanation.

Please place equations in centre. If the equation is longer, it should be split at appropriate algebraic symbols. The parts of the longer equations must be horizontally left aligned in the equation editor. The punctuation and numbers of longer equations, like (2), must be vertically centred with the last line of the equation.

$$L_{coaxial} = \frac{\mu_0}{2\pi} \cdot \left[ \ln \frac{q}{p} + \frac{\mu}{\mu_0} \cdot \left( \frac{r^4}{(r^2 - q^2)^2} \cdot \ln \frac{r}{q} - \frac{1}{2} \cdot \frac{r^2}{r^2 - q^2} \right) \right]. \quad (2)$$

Use the “minus sign” from the symbol list *Insert/ Symbol* for a minus sign in equations. Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from *Insert/ Symbol*. In the *Symbol* dialog box select the required character and click *Insert*. Do not employ the equation editor in the body of the text to record variables.

Use “(1)” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence, for example, “Equation (1) is ...”

#### 1.4. Tables and Figures

All illustrations (line drawings and photographs) must be referred to in the text. Figures and tables should follow the requirements provided in Table 2. Do not use boldface for text within figures (diagrams, charts and schemes), for emphasis use *Italic*. All tables should be presented as a part of the text and should be editable (do not use any screenshots for figures and tables). Place figures and tables at the top or bottom of page. Avoid placing them in the middle.

## 1. Tables

Tables are numbered consecutively with Roman numerals and have reference in the main text. Table captions and titles should be centred and placed above the table. Do not abbreviate the word “Table” in the caption.

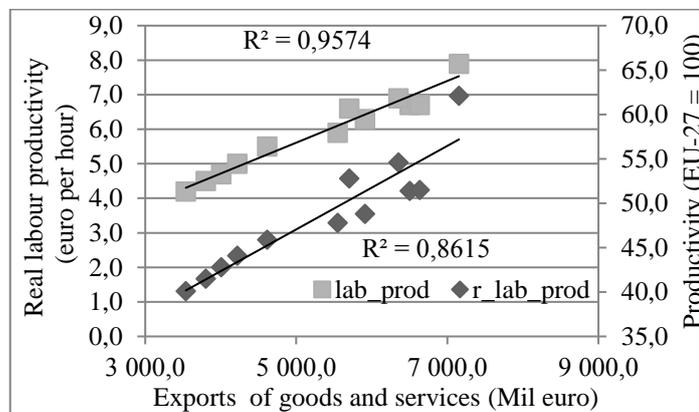
**Table 2.** Requirements for Tables and Figures

	Font	Line thickness	File formats
Tables	Times New Roman 10 pt	0.5 pt	*.doc, *.docx
Photos and scanned images (resolution – no less than 300 dpi)	–	–	*.tif, *.png, *.jpg
Diagrams, charts, schemes	Times New Roman 10 pt	From 0.3 pt to 2 pt	*.pdf, *.eps, *.cdr, *.xls, *.xlsx, *.dwg

*Note:* The width of figures and tables should not exceed the width of paragraph text.

## 2. Figures

Number the figures consecutively with Arabic numerals. Figure captions should be placed below the figures and justified. One-line figure captions may be centred. After title of figure obtain permission and include the acknowledgement required by the copyright holder if a figure is being reproduced from another source.



**Fig. 1.** Labour productivity, real labour productivity and real exports (Auzina-Emsina & Ozolina, 2013).

Care and attention must be given to below guidelines because importing graphics packages can often be problematic:

- Figures in separate files should be saved in appropriate formats (see Table 2). The file name for the graphics should include their short description (e.g. Fig. 1, Fig. 2).
- In the printed volume, illustrations are generally black and white (halftones). If you use coloured figures that are to be printed in black and

white, please make sure that they really are also legible in black and white. Some colours show up very poorly when printed in black and white.

## 2. REFERENCE STYLE

References at the end of this document are written according to the reference style *APA style* in the text with a detailed alphabetical list at the end of the paper. In the text place the citations consecutively in parentheses, e.g., (Baxter, 1997).

When quoting directly or indirectly from a source, *the source must be acknowledged in the text* by author name and year of publication. If quoting directly, a location reference such as *page number(s)* or *paragraph number* is also required.

Please follow reference requirements below when preparing list of references:

- For a book with a single author (Baxter, 1997), the following information should be indicated: surname, first name initial, year, title of the book, city and publisher;
- For a book with two authors (Frank, Bernanke, 2007), the following information should be indicated: surnames, first name initials, year, title of the book, city and publisher;
- For conference proceedings (Williams, Seary, 2010), the following information should be indicated: surname(s), first name initial(s), year, title of the article, title of the conference, page numbers, place (city and country) of the conference;
- For thesis or dissertation (Sinevciene, 2013), the following information should be indicated: surname, first name initial(s), year, title of the thesis, university;
- For chapters or parts of edited works included in collections or textbooks (Curtin & Lang, 2007), the following information should be indicated: surname, first name initial(s), year, title of the chapter, name initials and surnames of editors, title of the book, edition, page numbers, city, and publisher;
- For journal articles (Dlouha, Barton, Huisingsh, & Adomssent, 2013), the following information should be indicated: surname(s), first name initial(s), year, title of the article, title of the journal, volume, issue and page numbers;
- For online journal articles with DOI assigned (Auzina-Emsina, & Ozolina, 2013), the following information should be indicated: surname(s), first name initial(s), year, title of the article, title of the journal, volume, issue and page numbers, <http://dx.doi.org/10.0000/0000>;
- For electronic sources (Colvin, 2008), the following information should be indicated: surname(s), first name initial(s), year, title of the article, title of online periodical, volume, issue. Retrieved from working direct link to the source cited;

Detailed regulations on how to reference and how to cite sources using *APA style* can be found [here](#).

Please use the transliterated (not translated) version of the names and sources in Cyrillic. For papers published in the journals available in two or more languages, please give the English citation first, followed by the original language citation. Word may try to automatically ‘underline’ hotlinks in your references; the correct style is NO underlining.

Where available please add full DOI (Digital Object Identifier) to the reference. Here you can watch video about what is [DOI](#).

Please do not use automatic endnotes in Word, rather, update your reference list following the samples provided at the end of this document or use [Mendeley](#) reference management tool to automatically and easily cite source and create the reference list.

## CONCLUSION

Conclusions or generalizations about your research should be presented using Times New Roman 12 pt (use style Paragraph).

## ACKNOWLEDGMENT

*People who contributed to the work should be listed in the acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being named. Please avoid identifying any of the authors prior to peer review!*

*For example, This work has been supported by the European Social Fund within the project “Development of multifunctional nanocoatings for aviation and space techniques constructive parts protection” No. 2013/0013/1DP/1.1.1.2.0/13/APIA/VIAA/027*

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## **AUTHORS' SHORT BIOGRAPHY**

The Authors should provide a short (500–800 characters, no spaces) biography at the end of the paper. Author biographies are generally divided into three paragraphs.

The first paragraph should contain information about the author's educational background, scientific degrees and the years they have been earned. When listing degrees earned, the biography should state “[S]he received the Ph.D. degree from ...” (not “[S]he received [her] his Ph.D. degree from ...”). Use lower case for the author's major field of study.

The second paragraph should list work experience. The current job must have a location, while previous may be listed without one. Job titles are capitalized. Information concerning previous publications may be included (not more than three). The format of list is similar to that of references. Current and previous research interests end this part.

The third paragraph lists memberships in professional societies and awards.

Author's contact data: Address, e-mail and ORCID number are placed at the end of the biography.

## **APPENDIX 1**

### **Submission Checklist**

The following list will be useful during the final checking of an article prior to the submission. Before sending the manuscript to the Journal for review, author/authors should ensure the following:

- The submission has not been previously published. Please note that all submissions will be checked to prevent plagiarism in published works.
- The text is prepared with a word processor and saved in .DOCX file (MS Office). If only older version of MS Office available, then save in .DOC format.
- One author has been designated as the corresponding author.
- All authors should provide their e-mail addresses.

- The manuscript has been 'spell-checked' and 'grammar-checked'.
- References are in the correct APA reference format for this Journal. Please use MS Office reference generator or Mendeley tool.
- All references mentioned in the Reference list are cited in the text, and vice versa.
- Author/authors does/do not supply files that are too low in resolution. Authors should submit all images, schemes, diagrams as supplementary files through Open Journal System or in one .zip file.
- The submitted graphics are not disproportionately large for the content.
- Author agrees to submit signed and scanned License to Publish Agreement upon request before the manuscript is published. Author will also be asked to send the signed original of the agreement to the Editorial Board.

### **Additional Information**

#### *Plagiarism*

All papers submitted to *Baltic Journal of Real Estate Economics and Construction Management* need to contain original work and must not be published in or submitted to other journals before the official notification deadline of *Baltic Journal of Real Estate Economics and Construction Management*. In case the paper contains parts of previous work, these need to be referenced. All papers submitted to journal will be checked.

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