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**Abstract**. Please use this template for your manuscript. Sample text inserted for illustration. Replace with abstract text. Your abstract should give readers a brief summary of your article. It should concisely describe the contents of your article, and include key terms. It should be informative, accessible and not only indicate the general scope of the article but also state the main results obtained and conclusions drawn. The abstract should be complete in itself; it should not contain undefined abbreviations and no table numbers, figure numbers, references or equations should be referred to. It should be suitable for direct inclusion in abstracting services and should not normally be more than 250 words.

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Introduction

This document provides instructions for preparing manuscripts for publishing in the International Economic Forum Proceedings. The document is a sample of layout for the manuscripts submitted for publication*.*

The manuscripts are accepted in English. Please check the clarity of language and use spell check. The submissions should be made electronically to the Forum’s e-mail: [info@economicforum.lv](mailto:info@economicforum.lv). The Editorial team of the Forum has the right to edit the submitted papers. 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 described, the purpose and hypothesis/research question that was investigated should be stated. In addition, you can include actuality, importance, novelty, etc.

# General regulations

The organization of the body of the paper is at the authors’ discretion; the only required sections are Introduction, Research Elaborations, Results or Findings, Conclusions, and References. Acknowledgement section is optional.

The recommended length of the manuscript is 7–15 pages including information about the authors, abstract and graphics (maximum paper length - 5000 words).

## Tables and Figures

All illustrations should be referred to in the text. Figures and tables should follow the requirements:

*Table 1*

Requirements for tables, graphs and images

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| Tables and graphs | Times New Roman 10 pt; Line thickness 1 pt | For tables: \*.doc, \*.docx For graphs: \*.pdf, \*.eps, \*.cdr, \*.xls, \*.xlsx, \*.dwg |
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All tables should be presented as a part of the text and should be editable and numbered. Every table should have a description.

Figures should be numbered consecutively with Arabic numerals. Figure captions should be centered and formatted in Times New Roman 12 pt.

Figure 1. Unadjusted gender pay gap in October 2020 by economic activity in Latvia (%)

# Reference Style

Proper citation of sources is required. The Forum uses the APA reference style[[1]](#footnote-1) 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.

Footnotes are used as an alternative to long explanatory notes. It should be formatted in Times New Roman 10 pt[[2]](#footnote-2).

When quoting from a source, the source must be acknowledged in the text by author name and year of publication, for example: (Duckworth et al., 2019). If quoting directly, a location reference such as page number(s) or paragraph number is also required, for example: (Jerrentrup et al., 2018, p. 35).

When citing a section in a book, please give the relevant page numbers. In sentences, refer simply to the reference according to the *APA style* requirements.

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# Additional information

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ConclusionS

Conclusions may review the main points of the paper, but do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions. Conclusions about your research should be presented using Times New Roman 12 pt.

Acknowledgment

People who contributed to the work should be listed in the acknowledgments, along with their contributions. For example, This research was supported/partially supported by [Name of Foundation, Grant maker, Donor]. We thank our colleagues from [Name of the supporting institution] who provided insight and expertise that greatly assisted the research, although they may not agree with all of the interpretations/conclusions of this paper.

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