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**HOW TO PREPARE THE FINAL ABSTRACT FOR SCIENTIFIC  
CONFERENCE (HEADING LEVEL 1 - PAPER TITLE HAS TO BE  
WRITTEN IN THE ORIGINAL LANGUAGE)**

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**THE LATVIAN TRANSLATION OF THE TITLE IS PLACED HERE.  
NON-LATVIAN AUTHORS SHOULD LEAVE THIS MESSAGE HERE**

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lines or 24pt

**Name Family Name**, occupation and the scientific degree  
Institution, Department  
Address: street number, Postal index, City, Country  
Phone: Code+Number, Fax: Code+Number  
e-mail: [id@host.com](mailto: id@host.com)

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**Keywords:** *The authors shall provide up to 10 keywords (in alphabetic order)*

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**Introduction (Heading level 2)**

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This text contains instructions for the authors writing the final manuscript. This paper can also be used as a model. The conference proceedings will be printed directly from received files on A4 paper without reducing. The only changes that will be made are: page numbers will be inserted in header; the Latvian title will be added.

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**General rules**

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The manuscript has to be prepared as a Microsoft Word 2002 (or earlier) document (\*.doc). Other formats (including portable file format - \*.pdf) must not be used. The manuscript should be written in English. The maximal size of the paper is 2 pages. Paper size is A4. Paper margins are: top – 30 mm; bottom – 20 mm; left – 25 mm; right – 25mm. One column text formatting has to be used.

Paragraphs should not be separated one from another (no spacing before and after should be used). No indentation (0mm) should be used. Alignment of the paragraph is – justified. The Times New Roman 12pt regular font should be used if not otherwise specified.

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## Equations, Diagrams and Tables

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Equations should be aligned left with indentation of 10mm using one line spacing before and after the equation. The equation number (1) should be in line with the right margin.

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$$\frac{A}{B} \int_C^D [(E(x) + F(x)) / G(x)] dx$$

(1)

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The equation number (1) should be in parentheses. The equations should be mentioned in the text. Microsoft Equation Editor can be used to write rather complex equations.

Each table must have a heading. The heading has to be placed before the corresponding table. No style is defined for the table content. Table headings are performed with normal text. Tables, table headings and the main text are separated with one empty line.

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Table 1.

### Formatting of the paper

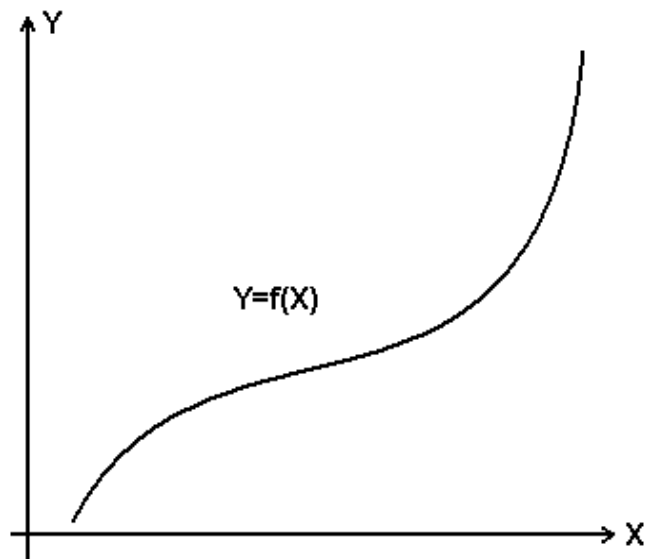
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	Font Times New Roman	Alignment
Heading 1	<b>14, BOLD, CAPITAL</b>	Left
Authors in the beginning	12, regular	Left
Keywords	<i>12, bold + italic</i>	Left
Heading 2	<b>12, bold</b>	Left
Normal text	12, regular	Justified
Table headings	12, regular	Left
Figure headings	12, regular	Centered
Authors, occupation and contacts	<b>10, bold</b> 10, regular	Left
Authors and heading of the annotation	<i>10, bold + italic</i>	Left
Annotation	<i>10, italic</i>	Justified

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Figures, for example Fig. 1, also must have headings that must be placed after the figure. Headings of the figures are performed with normal text. Figures, their headings and the main text are separated with one empty line. Try not to use very specific picture format.

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Figure 1. My graphic file is placed above

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The manuscript is finalized with author's personal data and short annotation (300...500 characters approximately) written in English (obligatory). (See the corresponding section for details).

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***FamilyName N., How to prepare the final abstract for scientific conference.***

*A brief annotation (in Latvian, English) of the whole paper is placed here. Minimal annotation size is 8 rows. At least one annotation has to be placed here. Authors from Latvia are asked to prepare all - the Latvian and English annotations, but authors from other countries - English. Anyway, place for other annotations must be reserved. It means that the paper and two annotations should not exceed the maximum size - 2 pages. Please note that author's family names and initials before annotation are given in reverse order.*

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